User Manual for

Acer s50 and s60 Handhelds

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Acer s50 and s60 Handhelds User Manual
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NOTES

Record the device ID, serial number, purchase date, and place of purchase information in the space provided below. The serial number and device ID are recorded on the label affixed to your Acer handheld. All correspondence concerning your unit should include the serial number, device ID, and purchase information.

Acer s50 and s60 handhelds

Device ID: ________________________________

S/N: ______________________________________

Purchase Date: ____________________________

Place of Purchase: _________________________

First things first

We would like to thank you for making Acer handheld your choice for your handheld needs. Your new sleek Acer handheld is packed with user-friendly applications and utilities designed to make organising work-related information and synchronising it with your personal activities a time-efficient task. We hope you enjoy using your Acer handheld as much as we enjoyed creating it for you.

Your guides

To help you use your handheld, we have designed a set of guides:

- First off, the **Just for Starters** poster helps you get started with setting up your handheld.
- This online **Acer s50 and s60 Handhelds User Manual** introduces you to the many ways your handheld can help you organise and manage both business and personal information so as to make your everyday activities a more productive and satisfying experience. This User Manual provides clear and comprehensive information about your handheld, so read it thoroughly.
- The handy **Acer s50 and s60 Handhelds Quick Guide** useful for taking a quick reference glance on your handheld's basic functionalities. Keep it on your desktop or in your backpack for easy access. This Quick Guide is also available in PDF format on the **Acer s50 and s60 Handhelds Installation CD.**
- A **Graffiti® pocket reference** card to remind you of the standard writing strokes of this powerful writing software.

For more information about our products, services, and support information, please visit our web site at http://www.acer.com/.

Maintaining your Acer handheld

This section provides information on the following:

- Proper care and usage of your handheld
- Resetting your handheld

Proper care and usage of your handheld

Your handheld's rugged and tough construction is designed to provide you with years of reliable and trouble-free service. Observing the following general maintenance procedures will help ensure this:

1. Take care not to scratch the screen of your handheld. Keep the screen clean. When working with your handheld, use the supplied stylus or plastic-tipped pens intended for use with touch-sensitive screens. Never use an actual pen or pencil or other sharp object on the screen surface.
2. Your handheld is not waterproof and should not be exposed to rain or moisture. Under extreme conditions, water may enter the circuitry through the front panel buttons. In general, treat your handheld as you would a pocket calculator or other small electronic device.
3. Take care not to drop your handheld or subject it to any strong impact. Do not place your handheld in your back pocket; if you sit on it, you may damage it.
4. Protect your handheld from temperature extremes. For example, do not leave your handheld on the dashboard of a car on a hot day or on a day when temperatures are below the freezing point. Also, keep it away from heaters and other sources of heat.
5. Do not use or store your handheld in any location that is extremely dusty, damp or wet.
6. Use a soft, damp cloth to clean your handheld. If the surface of the screen becomes soiled, clean it with a soft cloth moistened with diluted window-cleaning solution.

Battery considerations

Please note the following considerations for the battery in your handheld.

- Under normal conditions, your handheld battery should remain charged by placing it in the cradle for just a few minutes each day. You can conserve battery life by minimising the use of the backlight feature and changing the the Auto-off setting that automatically turns off the handheld after a period of inactivity. For more information on the Auto-off setting, refer to "Setting the Auto-off interval time" on page 247.
- If the battery becomes low in the course of normal use, an alert appears on the handheld screen indicating low battery status. If this alert appears, perform a HotSync operation to back up your data; then leave your handheld in the cradle to recharge the unit. This will prevent accidental data loss.
- If the battery drains to the point where your handheld does not operate, it stores your data safely for about a week. In this case, there is enough residual energy in the battery to store the data, but not enough to turn on your handheld. If your handheld does not turn on when you press the power button, you should recharge your unit immediately.
- If your battery drains and you have the unit in an uncharged state for an extended period of time, you can lose all the data stored in it.

- There are no serviceable parts inside your handheld so do not attempt to open the unit.
- If you ever dispose of your handheld, please dispose it without damaging the environment. Take your handheld to the nearest environmental recycling center.

Assigning security options

The Security application in your handheld lets you set options to protect entries from unauthorised users in a variety of ways:

The security application lets you:

- Mask or hide entries you have defined as private.
  - The Mask option displays a gray bar over private records.
  - The Hide option completely hides private records.
- Assign a password to viewing options to enhance security.
  - Assigning a password requires you to enter a password before private entries can be viewed.
  - Not assigning a password lets you view private entries when you select Show Records from the Security dialog box.
- Lock and turn off your handheld so that a password must be entered before you can use the device again.
- Hide records that you have defined as private, with or without a password.
  - Without a password, private records are hidden until you set the Security application to display them.
  - With a password, you must enter the password to view the private entries.

For more information on how to set these security features, refer to "Security" on page 16.

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1 Entering data in your Acer handheld

You can enter data into your handheld in several ways:

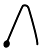
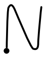
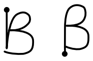
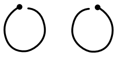
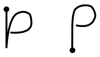
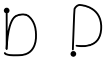
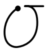
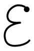
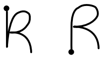
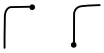
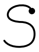
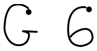
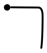
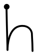
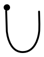
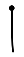
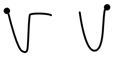
- Using Graffiti
- Using the onscreen keyboard
- Beaming data

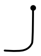
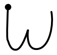
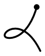
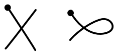
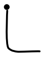
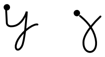
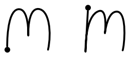
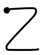
Entering data using Graffiti

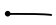
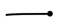
You can use Graffiti writing commands to create letters, numbers, punctuation, and symbols.

The Graffiti alphabet

Draw Graffiti letters using the following strokes.

Letter	Strokes	Letter	Strokes
A		N	
B		O	
C		P	
D		Q	
E		R	
F		S	
G		T	
H		U	
I		V	

J		W	
K		X	
L		Y	
M		Z	

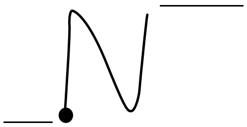
Space		Backspace	
Carriage Return		Period	Tap twice.

To write Graffiti letters

1. Tap the screen where you want to write letters, for example, on a line next to a time in Date Book.

NOTE: A blinking cursor must appear onscreen above the Graffiti writing before you can begin writing text.

2. Refer to the Graffiti alphabet table to find the stroke shape for the letter you want to write. For example, the stroke shown below creates the letter *n*.



Lift stylus here.

Start stroke at heavy dot.

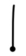
You use the same shape to create both the uppercase and lowercase version of a letter.

3. Position the stylus in the left hand side of the Graffiti writing area.
4. Start your stroke at the heavy dot, and draw the stroke shape as it appears in the tables.
5. Lift the stylus from the screen at the end of the stroke shape.

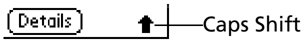
   Your handheld recognises your stroke immediately and displays the letter at the insertion point onscreen. As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

   Graffiti writing automatically capitalises the first letter of a new record or sentence. To write additional capital letters, you must first write the Caps Shift stroke to shift to

Caps Lock mode— just as you press the Shift key on a keyboard—and then write the desired character stroke.

Caps Shift	

When Caps Shift is active, an Up arrow appears in the lower right corner of the handheld screen.

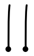


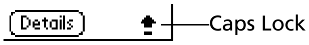
If you accidentally activate the Caps Shift, draw the Backspace stroke to cancel it.

To write capital letters:

1 Choose from the following options:

- To enter a single capital letter, write the Caps Shift stroke. Then write the character stroke.
- To enter all capital letters (Caps Lock), write the Caps Lock stroke, as shown below. All subsequent letters are capitalised.

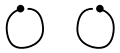
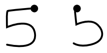
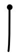
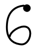
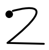
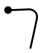
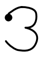
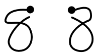
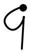
Caps Lock	



2 To return to lowercase or release the Caps Lock, draw the Caps Shift stroke again.

The Graffiti numbers

Draw Graffiti numbers using the following strokes.

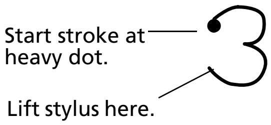
Number	Strokes	Number	Strokes
0		5	
1		6	
2		7	
3		8	
4		9	

To write Graffiti numbers

1 Tap the screen where you want to write numbers.

NOTE: A blinking cursor must appear onscreen above the Graffiti writing before you can begin writing numbers.

2 Refer to the Graffiti number table to find the stroke shape for the number you want to write. For example, the stroke shown below creates the number 3.


Start stroke at heavy dot.
Lift stylus here.

3 Position the stylus in the right hand side of the Graffiti writing area.

4 Start your stroke at the heavy dot, and draw the stroke shape as it appears in the tables.

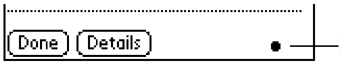
5 Lift the stylus from the screen at the end of the stroke shape.

Your handheld recognises your stroke immediately and displays the number at the insertion point onscreen. As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

The Graffiti punctuation marks

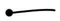
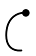
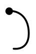
You can create any punctuation symbol available from a standard keyboard using Graffiti writing.

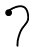
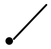
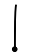
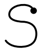
All punctuation marks begin with a single tap on the Graffiti writing area. This tap activates the Punctuation Shift, indicated by a dot displayed above the writing area. The next stroke you make with the stylus creates a punctuation mark. When Punctuation Shift is active, you can write a symbol stroke on either side of the Graffiti writing area (the letter or number side).



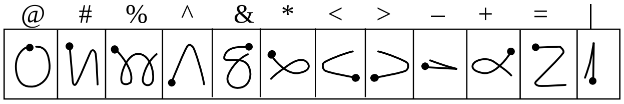
Punctuation Shift

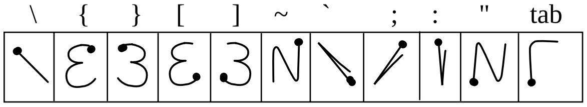
Create punctuation marks using the following strokes:

Punctuation mark	Stroke	Punctuation mark	Stroke
Period .		Dash —	
Comma ,		Left Paren (	
Apostrophe '		Right Paren)	

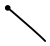
Question ?		Slash /	
Exclamation !		Dollar $	

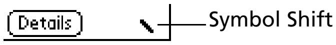
Additional Graffiti punctuation marks include the following:



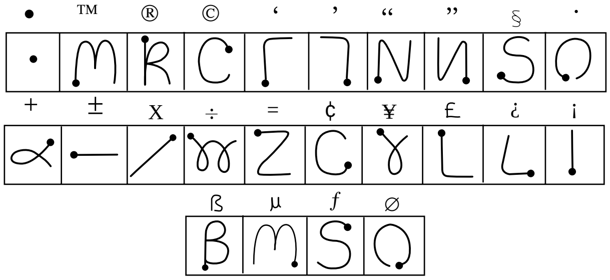


The Graffiti symbols and extended characters

Symbol Shift	



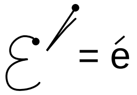
Draw symbols or extended characters using the following strokes:



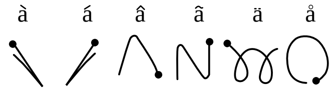
The Graffiti accented characters

To draw accented characters, you first draw the stroke for the letter, and then draw the accent stroke. Graffiti writing then adds the accent to the letter.

For example, the following illustration shows the strokes required to draw an accented e.



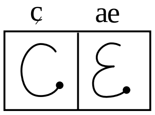
Using these accent strokes, you can write the following accented letters:



à á â ã ä å è é ê ì í î ï ò ó ô õ ö ù ú û ü ÿ D ñ

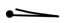
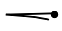
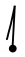
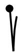
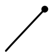
The Graffiti non-English characters

You can write the following characters in the lowercase alphabet mode without special punctuation or shifting. You must write these non-English characters in the left side of the Graffiti writing area.



Graffiti navigation strokes

Graffiti writing includes additional strokes for navigating within text or fields in your applications.

Command	**Stroke**
Move cursor right	
Move cursor left	
Previous field (Address Book only)	
Next Field (Address Book only)	
Open Address Record (Address Book only)	

Using Graffiti ShortCuts

Graffiti ShortCuts let you easily enter commonly used words and phrases. You can create ShortCuts of up to 45 character using the ShortCut preferences. Refer to "ShortCuts preferences" on page 268 for detailed instructions on how to create a ShortCut.

Predefined Graffiti ShortCuts

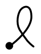
Your handheld includes the following predefined Graffiti ShortCuts for common entries.

Entry	**ShortCut**
Date stamp	ds
Time stamp	ts
Date/time stamp	dts
Meeting	me
Breakfast	br
Lunch	lu
Dinner	di

To use a ShortCut

Draw the ShortCut stroke followed by the ShortCut character(s).

When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point.

ShortCut	

To edit a ShortCut:

1 Tap the Applications icon 🏠.

2 In the All or System screen, tap the Prefs icon.

3 Tap the pick list in the upper right corner of the Preferences screen, then select ShortCut.

4 Tap the ShortCut you want to edit.

5 Tap Edit.

6 Make the changes you want.

7 Tap OK.

To delete a ShortCut

1 Tap the Applications icon 🏠.

2 In the All or System screen, tap the Prefs icon.

3 Tap the pick list in the upper right corner of the Preferences screen, then select ShortCut.

4 Tap the ShortCut you want to delete.

5 Tap Delete.

6 Tap Yes.

Graffiti tips

When using Graffiti, keep the following tips in mind:

- For greater accuracy, draw letters with large strokes; strokes that nearly fill the Graffiti writing area are easily interpreted.
- To delete characters, set the insertion point to the right of the character you want to delete, and draw the Backspace stroke (a line from right to left) in the Graffiti writing area.
- Write at natural speed. Writing too slowly can produce errors.
- Do not write at an angle. Vertical strokes should be parallel to the sides of the Graffiti writing area.
- When letters and numbers can be written using two different strokes, use the one that's easiest for you.
- Press firmly.

Using the onscreen keyboard

You can open the onscreen keyboard anytime you need to enter text or numbers on your handheld.

NOTE: You can enter Graffiti characters while using the onscreen keyboard.

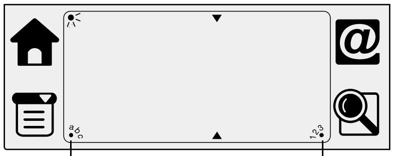
To use the onscreen keyboard

1 Open any application (such as Address Book).

2 Tap any record, or tap New.

3 Choose one of the following to display the alphabetic or numeric keyboard:

- Tap abc on the Graffiti writing area to display the alphabetic keyboard.
- Tap 123 on the Graffiti writing area to display the numeric keyboard.

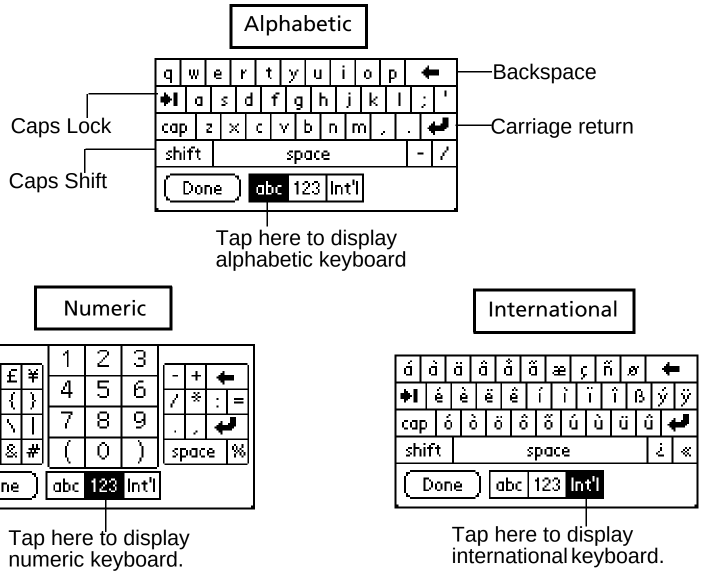


Tap here to display the alphabetic keyboard.

Tap here to display the numeric keyboard.

TIP: To select either keyboard, tap the Menu icon and then tap Edit. Tap Keyboard, and then select an option.

4 Tap the desired characters or numbers.


Alphabetic
Backspace
Caps Lock
Carriage return
Caps Shift
Numeric
International
Done
abc
123
Int'l
shift
space
cap

Tap here to display alphabetic keyboard

Tap here to display numeric keyboard.

Tap here to display international keyboard.

5 Tap Done to enter the text or numbers.

Beaming data

Your handheld is equipped with an infrared (IR) port that you can use to beam information to another Palm OS handheld that is close by and also has an IR port. The IR port is located on the top part of your handheld, indicated by the Infrared icon ≻--–, behind the small dark shield.

Refer to "8 Beaming information" on page 207 for more information on beaming procedures.

2 Managing your applications

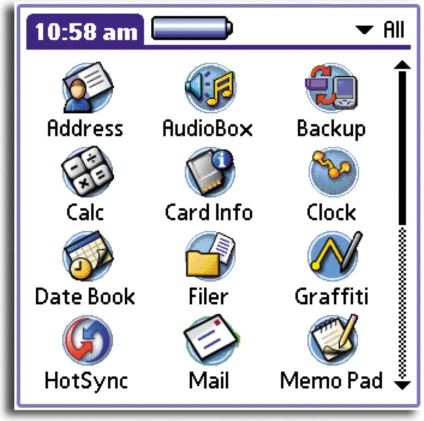
Using Applications Launcher

By default, Applications Launcher displays all the available applications installed on the internal memory of your handheld. You can choose to display only selected applications by arranging applications into categories.

NOTE: For instructions on how to display the applications stored in a *Memory Stick*, refer to "Switching memory source" on the Acer s50 and s60 Handhelds Quick Guide.

To open Applications Launcher

- Tap the Applications icon 🏠.
  The All category of Applications Launcher appears.



NOTE: The first time you launch Applications Launcher, it will display the All screen. If the Remember Last Category preference option is selected, next time you launch Applications Launcher, it will open in the last screen it was in from its last session. To set this option, refer to "Displaying the last selected category of applications" on page 15.

In addition to providing a way for you to open applications, Applications Launcher also displays the current time, battery level, and the category of the displayed applications.

Categorising applications

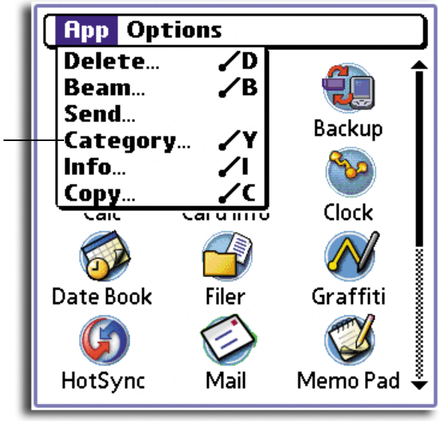
The category feature enables you to manage the number of application icons that appear in the Applications Launcher screen. You can assign an application to a category and then display a single category or all your applications.

NOTE: When you have a *Memory Stick* properly seated in the *Memory Stick* slot, the last item in the category pick list refers to the *Memory Stick*.

To categorise an application

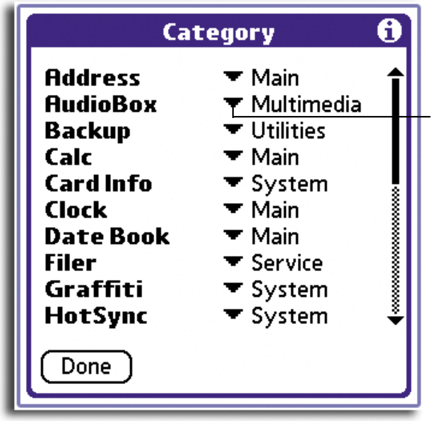
1 Tap the Menu icon .

2 From the App menu, tap Category.


App
Options
Delete... /D
Beam... /B
Send...
Category... /Y
Info... /I
Copy... /C
Backup
Clock
Date Book
Filer
Graffiti
HotSync
Mail
Memo Pad

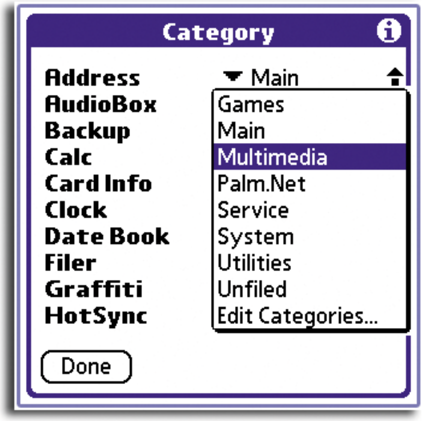
Tap here.

3 Tap the pick list next to an application name to select a category.


Category
Done

Address	Main
AudioBox	Multimedia
Backup	Utilities
Calc	Main
Card Info	System
Clock	Main
Date Book	Main
Filer	Service
Graffiti	System
HotSync	System

Tap here.


Category
Address
AudioBox
Backup
Calc
Card Info
Clock
Date Book
Filer
Graffiti
HotSync
Main
Games
Main
Multimedia
Palm.Net
Service
System
Utilities
Unfiled
Edit Categories...
Done

4 Tap Done.

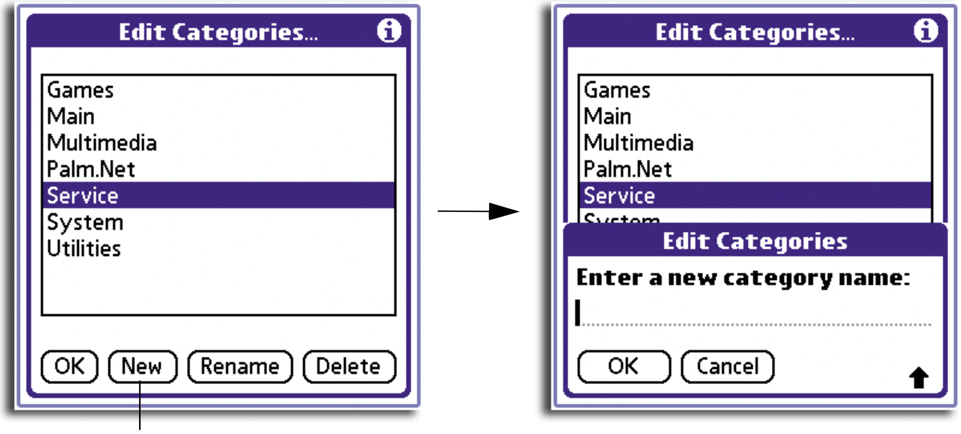
To create a new category

1 Do either of the following to display the Edit Categories screen:

- In the Category screen, tap any of the pick lists, then select Edit Categories.
- In the Applications Launcher screen, tap the category pick list on the upper-right corner of the screen, then select Edit Categories.

2 In the Edit Categories screen, tap New.

3 In the New Category screen, enter a new category name.


Edit Categories...
Games
Main
Multimedia
Palm.Net
Service
System
Utilities
OK
New
Rename
Delete
Edit Categories...
Games
Main
Multimedia
Palm.Net
Service
System
Edit Categories
Enter a new category name:
OK
Cancel

Tap here.

NOTE: Category names are case-sensitive. You can have categories named 'GRAPHICS' and 'graphics' at the same time.

---

4 Tap OK.

To display applications by category:

- In Applications Launcher, do one of the following:
  - Tap the Applications icon ⌂ repeatedly to cycle through all the categories.
  - Tap the pick list in the upper right corner of the screen; then tap the category you want to display.

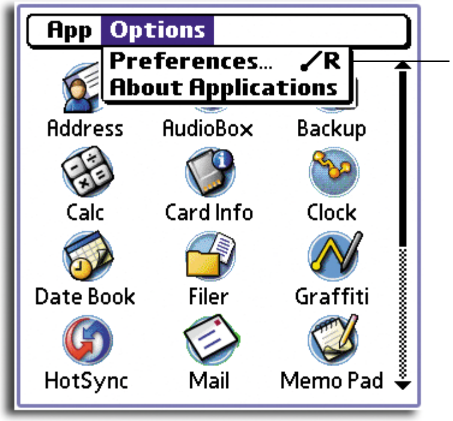
Changing the Applications Launcher display

By default, Applications Launcher displays applications as icons. As an alternative, you can display applications in a list format.

To change the view of applications

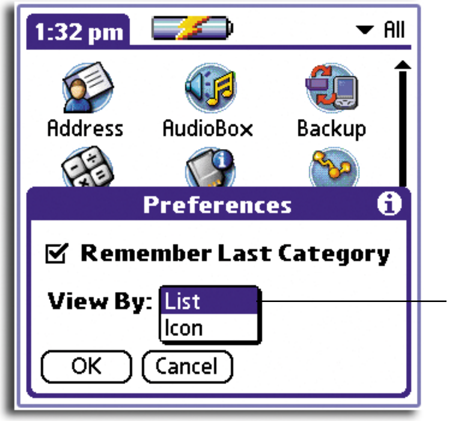
1 Tap the Menu icon ☰.

2 From the Options menu, tap Preferences.


App
Options
Preferences... ⁄R
About Applications
Address
AudioBox
Backup
Calc
Card Info
Clock
Date Book
Filer
Graffiti
HotSync
Mail
Memo Pad

Tap here.

3 In the Preferences dialog box, tap the View By pick list, and then tap List.


1:32 pm
All
Address
AudioBox
Backup
Preferences
OK
Cancel

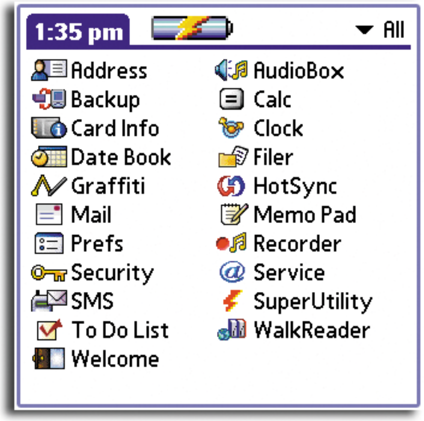
☑ Remember Last Category

View By: List
Icon

Tap here.

4 Tap OK.

Icons in the Applications Launcher screen will now be shown in a list format.

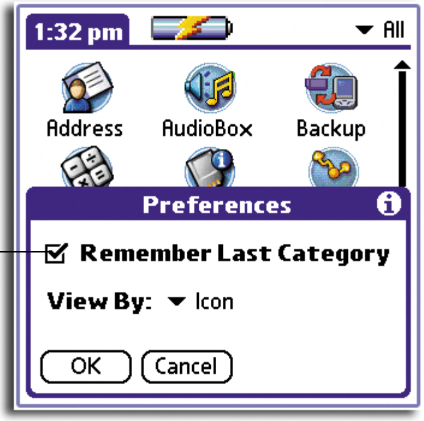

1:35 pm
All
Address
AudioBox
Backup
Calc
Card Info
Clock
Date Book
Filer
Graffiti
HotSync
Mail
Memo Pad
Prefs
Recorder
Security
Service
SMS
SuperUtility
To Do List
WalkReader
Welcome

Displaying the last selected category of applications

The first time you launch Applications Launcher, it will display the All screen. If the Remember Last Category preference option is selected, next time you launch Applications Launcher, it will open in the last screen it was in from its last session.

To display the last selected category of applications

1. Tap the Menu icon ☰.
2. From the Options menu, tap Preferences.
3. In the Preferences dialog box, tap Remember Last Category.



Select check box.

☑ Remember Last Category

View By: Icon

4. Tap OK.

   Each time you return to Applications Launcher, the category of the last application you opened is displayed.

Setting preferences for applications

You can set preferences for individual applications in the Preferences dialog box. This will allow you to customise your applications to fit your work methods.

NOTE: Not all applications have preferences settings.

To set preferences for an application

1. Open an application.
2. Tap the Menu icon ☰.
3. From the Options menu, select Preferences.
4. Enter the desired preference settings.
5. Tap OK.

Security

The Security application in your handheld allows you to prevent unauthorised access to your records by setting such entries as private records. Private records remain visible and accessible until you select the security setting Hide Records.

NOTE: You can set records as private in all basic applications, except Mail.

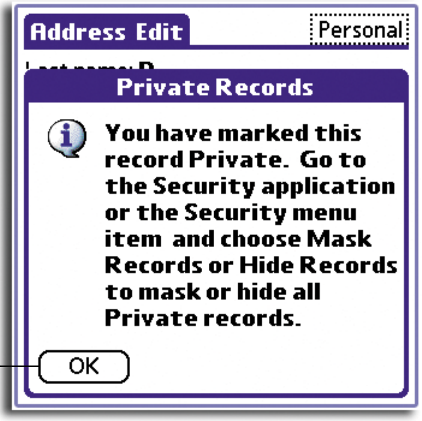
You can mask or hide private records. When you mask private records, a gray placeholder appears where the record would normally be displayed and a Lock icon 🔒 is visible opposite the masked entry; when you hide records, they are not visible anywhere in the list.

You can mask or hide records without assigning a password, or you can assign a password if you want records to remain masked or hidden until a password is entered.

To make a record private

1. Open one of the basic applications (except Mail), then display the entry you want to make private for editing.
2. Tap Details.
3. Tap the Private check box.
4. Tap OK.

   An alert box appears.



You have marked this record Private. Go to the Security application or the Security menu item and choose Mask Records or Hide Records to mask or hide all Private records.

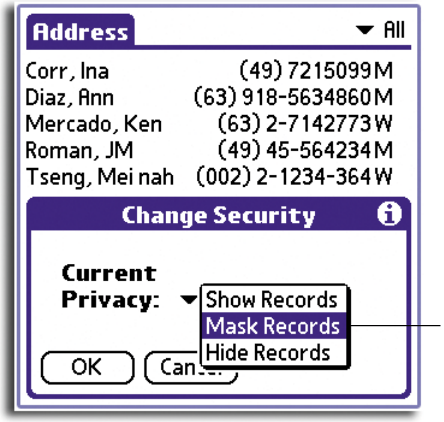
Tap here.

5. Tap OK.

To mask a private record

1. From within any basic application you have a private record in, tap the Menu icon ☰.
2. From the Options menu, tap Security to display the Change Security dialog box.
3. Tap the Current Privacy pick list.

4 Tap Mask Records.


Address
All

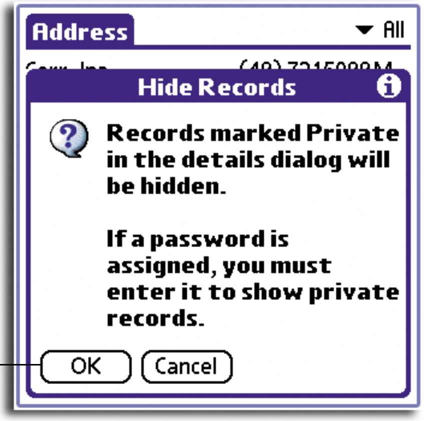
Corr, Ina	(49) 7215099 M
Diaz, Ann	(63) 918-5634860 M
Mercado, Ken	(63) 2-7142773 W
Roman, JM	(49) 45-564234 M
Tseng, Mei nah	(002) 2-1234-364 W

Change Security
Current Privacy:
Show Records
Mask Records
Hide Records
OK
Can...

Tap here.

5 Tap OK.

The Mask Records screen appears.


Address
All
Hide Records

Records marked Private in the details dialog will be hidden.

If a password is assigned, you must enter it to show private records.

OK
Cancel

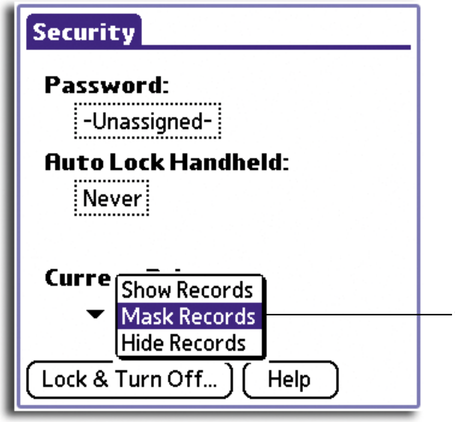
Tap here.

6 Tap OK.

To mask all private records

1 In Applications Launcher, tap the Security icon to display the Security screen.

2 From the Current Privacy pick list, tap Mask Records.


Security
Curre
Show Records
Mask Records
Hide Records
Lock & Turn Off...
Help

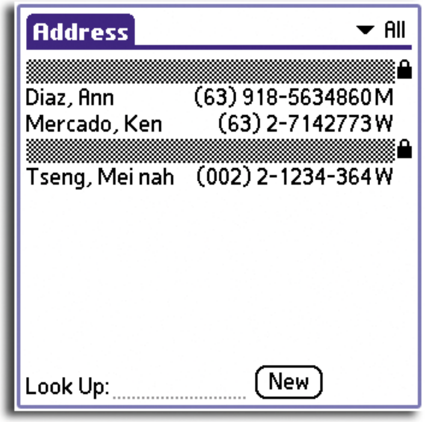
Password: -Unassigned-

Auto Lock Handheld: Never

Tap here.

3 Open one of the basic applications (except Mail) and view a record.

Records marked as private are masked with a gray bar and are marked with the Lock icon 🔒.


Address
All
Look Up:
New

Diaz, Ann (63) 918-5634860 M
Mercado, Ken (63) 2-7142773 W
Tseng, Mei nah (002) 2-1234-364 W

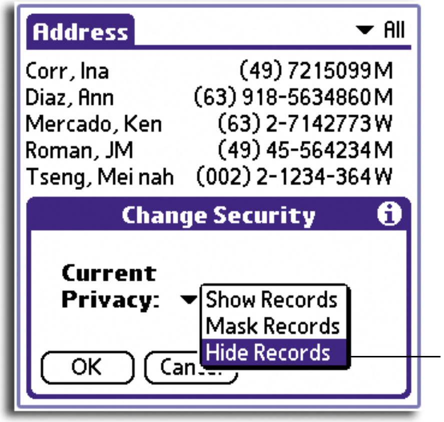
To hide a private record

1 From within any private record, tap the Menu icon ☰.

2 From the Options menu, tap Security.

3 Tap the Current Privacy pick list.

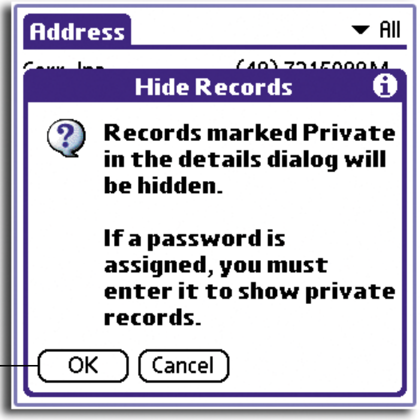
4 Tap Hide Records.


Address
All
Corr, Ina (49) 7215099 M
Diaz, Ann (63) 918-5634860 M
Mercado, Ken (63) 2-7142773 W
Roman, JM (49) 45-564234 M
Tseng, Mei nah (002) 2-1234-364 W
Change Security
Current Privacy:
Show Records
Mask Records
Hide Records
OK
Cancel

Tap here.

5 Tap OK.

The Hide Records screen appears.


Address
All
Hide Records
OK
Cancel

Records marked Private in the details dialog will be hidden.

If a password is assigned, you must enter it to show private records.

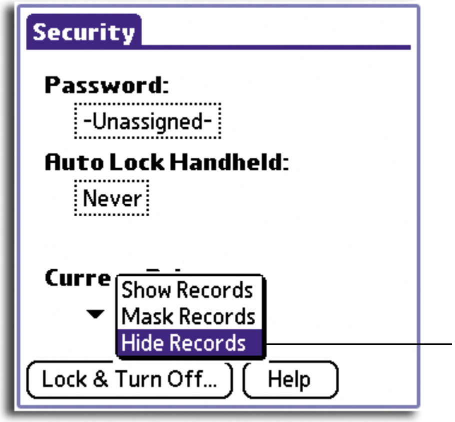
Tap here.

6 Tap OK.

To hide all private records

1 In Applications Launcher, tap the Security icon 🔑 to display the Security screen.

2 From the Current Privacy pick list, tap Hide Records.


Security

Password: -Unassigned-

Auto Lock Handheld: Never

Tap here.

3 Open one of the basic applications (except Mail).

Records marked as private are not anymore displayed.

Displaying private records

Using the Security application, you can also display private records that have been previously masked or hidden.

NOTE: If you have assigned a password to your device, you must enter it before private records are displayed.

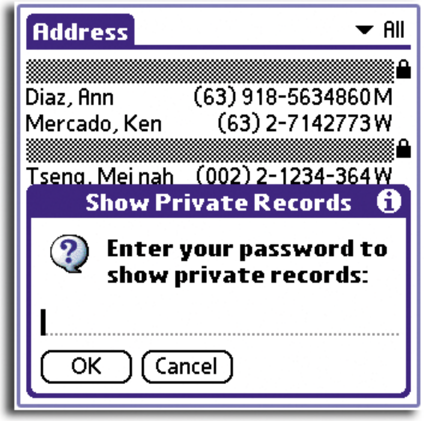
To unmask individual records

1 Tap a masked record.

If you do not have a password, a masked record becomes visible.

If you have a password, the Show Private Records dialog box appears. Go to step 2.

2 Enter your password.


Address

Diaz, Ann	(63) 918-5634860 M
Mercado, Ken	(63) 2-7142773 W
Tseng, Mei nah	(002) 2-1234-364 W

Show Private Records

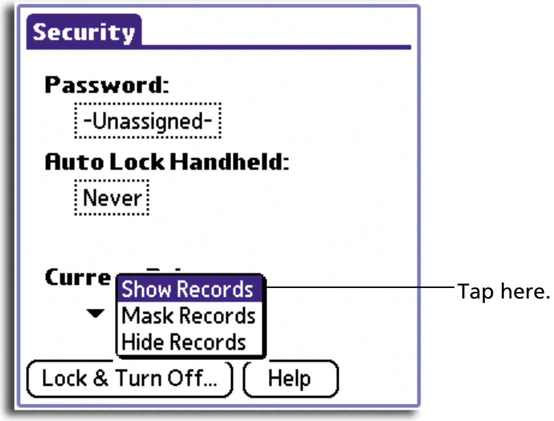
Enter your password to show private records:

3 Tap OK.

To display all private records

1 In Applications Launcher, tap the Security icon to display the Security screen.

2 From the Current Privacy pick list, tap Show Records.

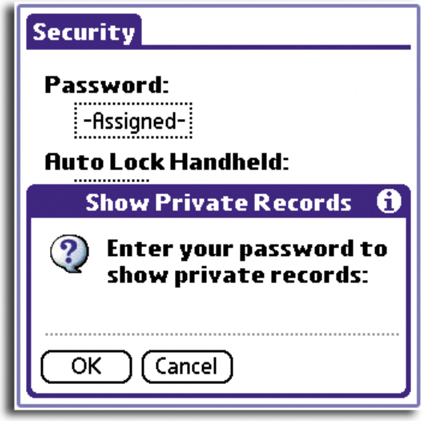

Security
Password:
-Unassigned-
Auto Lock Handheld:
Never
Curre
Show Records
Mask Records
Hide Records
Lock & Turn Off...
Help

Tap here.

If you do not have a password, masked and hidden records become visible.

If you have a password, the Show Private Records dialog box appears. Go to step 3.

3 Enter your password.


Security
Password:
-Assigned-
Auto Lock Handheld:
Show Private Records
OK
Cancel

Enter your password to show private records:

4 Tap OK.

Assigning and editing passwords

You can assign a password to protect your private records and to lock your handheld.

Once you define a password, you can change or remove it at any time. You must enter the current password before you can change or remove it.

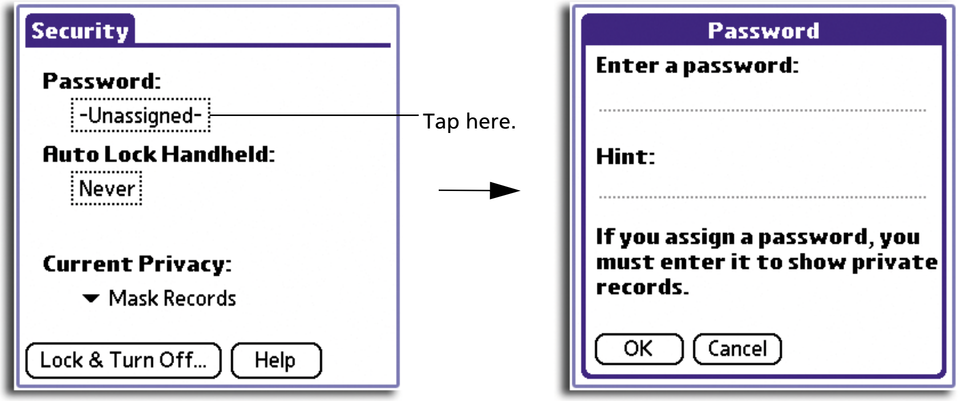
If you have forgotten your password, you can delete it. Refer to "Recovering from a forgotten password" on page 27.

To assign a password

1 In Applications Launcher, tap the Security icon .

2 Tap the Password box.

3 Enter a password.



Password:
-Unassigned-
Auto Lock Handheld:
Never
Current Privacy:
Mask Records

Enter a password:

Hint:

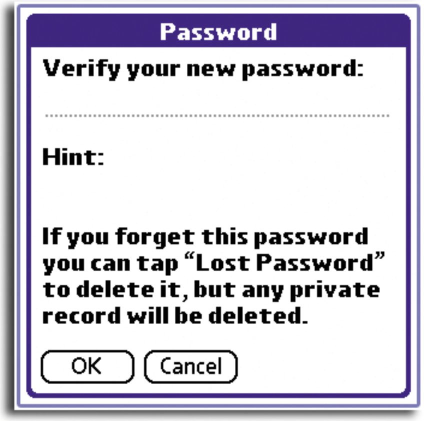
If you assign a password, you must enter it to show private records.

NOTE: You have the option to enter a specific text on the Hint line to help you remember your password if you forget it.

---

4 Tap OK.

Another Password screen will appear for confirmation of the new password.



Verify your new password:

Hint:

If you forget this password you can tap “Lost Password” to delete it, but any private record will be deleted.

5 Reenter the password.

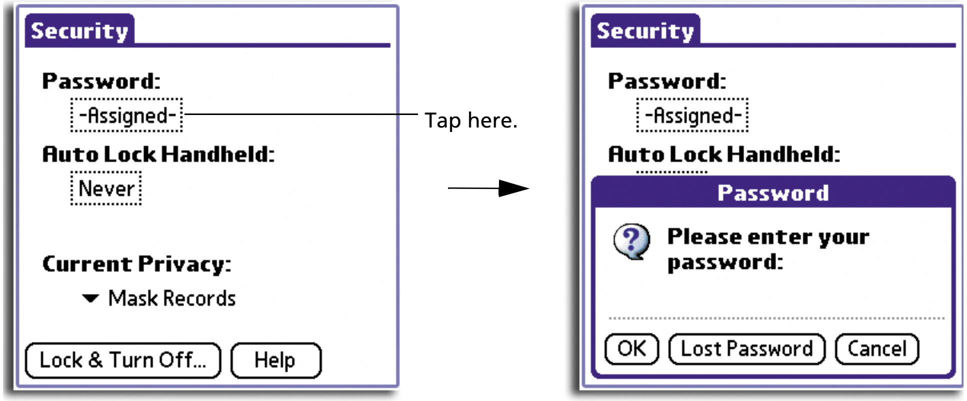
6 Tap OK.

To change or remove a password

1 In Applications Launcher, tap the Security icon .

2 Tap the Password box.

A password prompt appears.


Security
Lock & Turn Off...
Help
Security
Password
OK
Lost Password
Cancel

Password: -Assigned-

Auto Lock Handheld: Never

Current Privacy: Mask Records

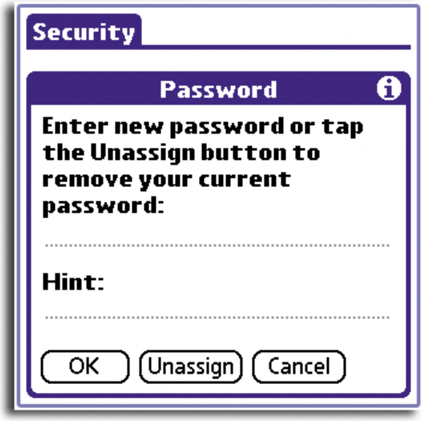
Tap here.

Please enter your password:

3 Enter your current password.

4 Tap OK.

The screen below appears.


Security
Password
Hint:
OK
Unassign
Cancel

Enter new password or tap the Unassign button to remove your current password:

5 Choose from the following options:

- To change your password and hint, enter a new password and hint, and tap OK.
- To remove your password, tap Unassign.

Locking your handheld

You can lock your handheld with a password to protect information. This password must then be entered to operate your handheld and gain access to the information stored in it.

Locking your handheld automatically

You can set your password to lock automatically when any of the following occur:

- When you turn off the power
- At a time you specify

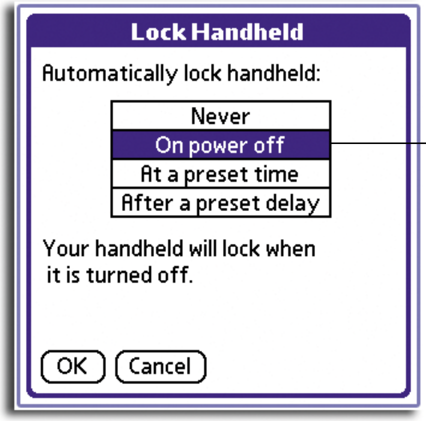
- After a period of inactivity you specify

To lock your handheld when you turn it off:

1. In Applications Launcher, tap the Security icon .
2. Tap the Auto Lock Handheld box.

   A password prompt appears.
3. Enter your current password.

   The Lock Handheld screen appears.
4. Tap On power off.



Lock Handheld

Automatically lock handheld: On power off

Your handheld will lock when it is turned off.

Tap here.

5. Tap OK.

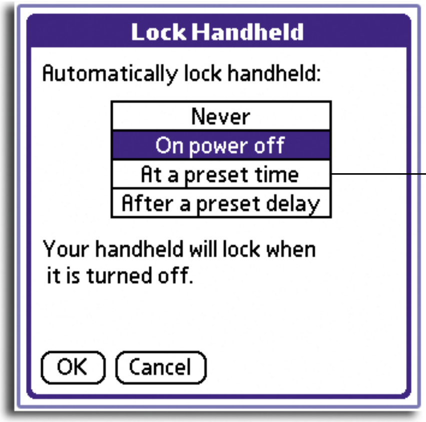
To set your handheld to lock at a preset time:

1. In Applications Launcher, tap the Security icon .
2. Tap the Auto Lock Handheld box.

   A password prompt appears.
3. Enter your current password.

   The Lock Handheld screen appears.

4 Tap At a preset time.


Lock Handheld
Automatically lock handheld:
Never
On power off
At a preset time
After a preset delay
OK
Cancel

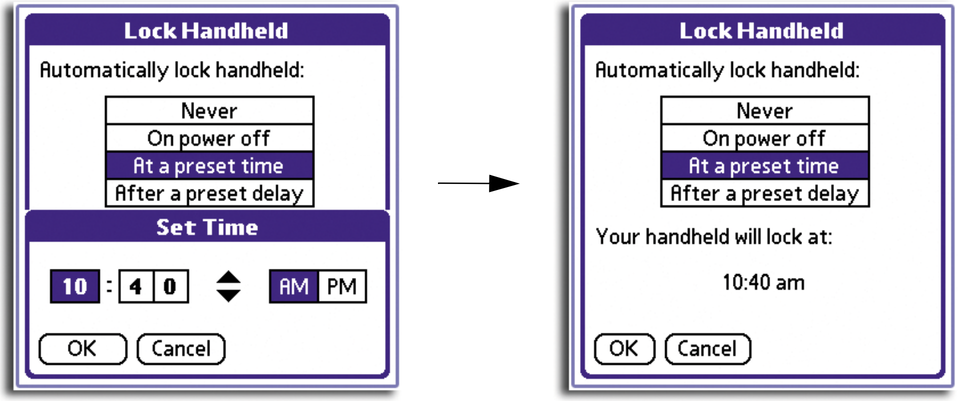
Your handheld will lock when it is turned off.

Tap here.

5 In the Set Time screen, tap the arrows to set the time.

6 Tap OK.

The time you set for will be indicated on the Lock Handheld Screen.


Lock Handheld
Automatically lock handheld:
Never
On power off
At a preset time
After a preset delay
Set Time
10 : 4 0
AM PM
OK
Cancel
Lock Handheld
Automatically lock handheld:
Never
On power off
At a preset time
After a preset delay
OK
Cancel

Your handheld will lock at:

10:40 am

To set your handheld to lock after a period of inactivity:

1 In Applications Launcher, tap the Security icon.

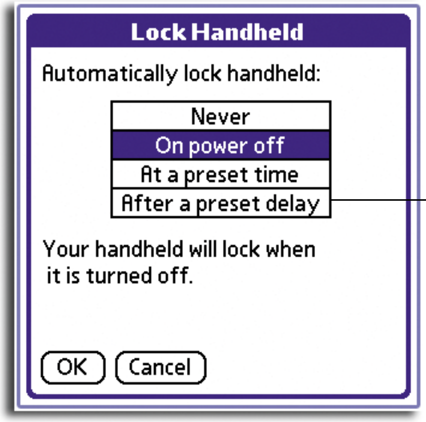
2 Tap the Auto Lock Handheld box.

A password prompt appears.

3 Enter your current password.

The Lock Handheld screen appears.

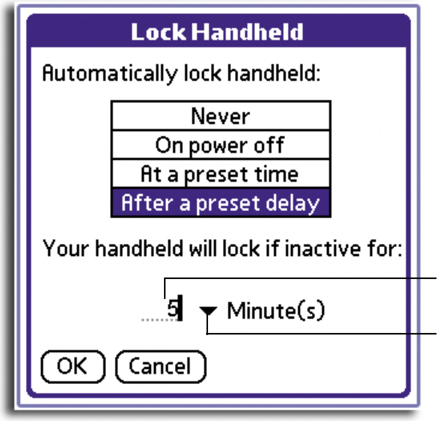
4 Tap After a preset delay.


Lock Handheld
Automatically lock handheld:
Never
On power off
At a preset time
After a preset delay
OK
Cancel

Your handheld will lock when it is turned off.

Tap here.

5 Set the period of inactivity by entering the length of time and selecting a time unit.


Lock Handheld
Automatically lock handheld:
Never
On power off
At a preset time
After a preset delay
OK
Cancel

Your handheld will lock if inactive for: 5 Minute(s)

Tap to select the unit of time - Minute(s) or Hour(s)

Enter the number of time units here.

6 Tap OK.

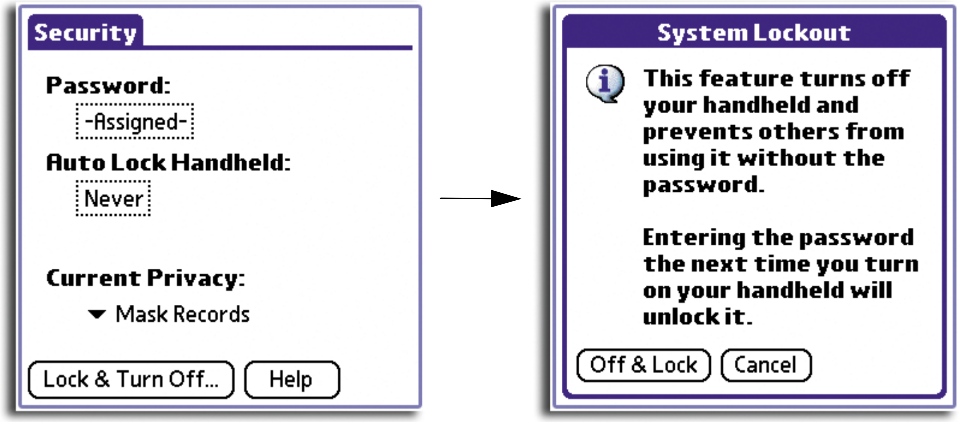
Locking your handheld manually

You can turn off and lock your handheld manually using the Turn Off & Lock option. A password is required before using this option so set first a password as described in "To assign a password" on page 22 before performing the procedures below.

To turn off and lock your handheld manually:

1 In Applications Launcher, tap the Security icon .

2 Tap the Lock & Turn Off button.



Password: -Assigned-

Auto Lock Handheld: Never

Current Privacy: Mask Records

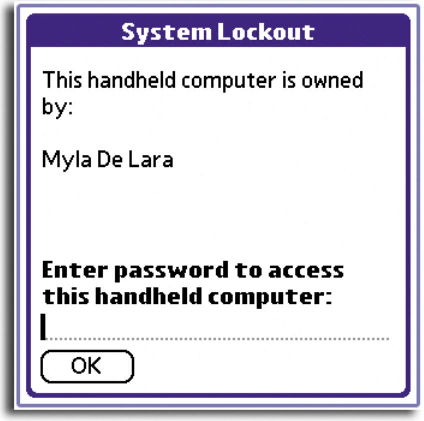
This feature turns off your handheld and prevents others from using it without the password.

Entering the password the next time you turn on your handheld will unlock it.

Tap here.

3 In the System Lockout screen, tap the Off & Lock button.

4 To start your handheld, turn it on and then enter your password on the prompt.



This handheld computer is owned by:

Myla De Lara

Enter password to access this handheld computer:

5 Tap OK.

Recovering from a forgotten password

If you forget the password, your handheld will present the hint you have set (if you set one) to help you remember your password. If you still cannot remember your password, you must perform a hard reset to resume using your handheld. Performing a hard reset deletes all the records in your handheld; however, you can restore all synchronised data at the next HotSync operation.

For instructions on how to perform a hard reset, refer to "Performing a hard reset" on the Acer s50 and s60 Handhelds Quick Guide; for more information on HotSync operations, refer to "9 Exchanging and updating data using HotSync operations" on page 213.

If you forget your password when your handheld is unlocked, your you can delete the forgotten password. Deleting a forgotten password also deletes all entries and files marked as Private.

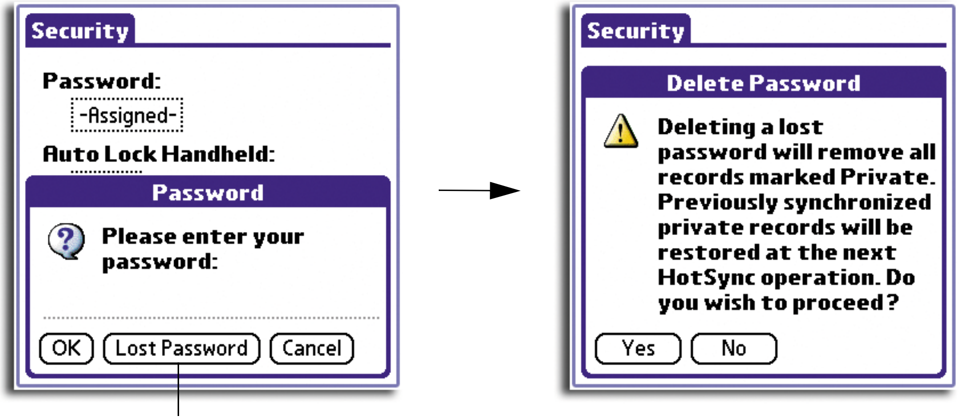
IMPORTANT: If you synchronise your handheld with your computer before deleting a forgotten password, private entries are restored the next time you perform a HotSync operation.

To remove a forgotten password:

1 In Applications Launcher, tap the Security icon .

2 Tap the Password box.

3 In the Password dialog box, tap Lost Password.



Security

Password:

-Assigned-

Auto Lock Handheld:

Password

Please enter your password:

Security

Delete Password

Deleting a lost password will remove all records marked Private. Previously synchronized private records will be restored at the next HotSync operation. Do you wish to proceed?

Tap here.

4 Tap Yes.

3 Working with your basic applications

Your handheld includes the following basic applications:

- Date Book
- Address Book
- To Do List
- Memo Pad
- Calculator
- Mail - refer to "7 Managing your desktop email" on page 177 for more information on using this application

This chapter is organised into two sections, namely:

- Common application tasks
- Application-specific tasks

Common applications tasks

The tasks described in this section use the term *record* to refer to an individual item in any of the basic applications, for example, a single Date Book event, Address Book entry, To Do List item, or Memo Pad memo.

Creating records

You can use the following procedure to create a new record in Date Book, Address Book, To Do List, and Memo Pad.

To create a record

1. Select the application in which you want to create a record.
2. Tap New.

   (For Date Book only, select start and end times for your appointment and tap OK.)
3. Enter text for the record.

NOTE: The first letter of each field (except numeric and email fields) is automatically capitalised.

4. As an option, tap Details to select attributes for the record.
5. In the Address Book and Memo Pad only, tap Done.

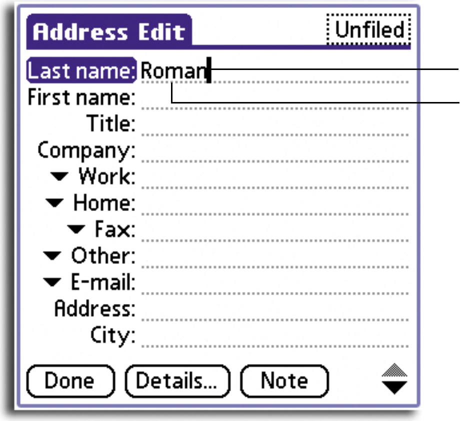
   The new record is saved automatically.

Editing records

After you create a record, you can change, delete, or add new information at any time. Two indicators will tell you when your screen is in edit mode:

- A blinking cursor appears within the information, and
- The information appears on a dotted gray line called an edit line.

You can enter text in any of the ways described in "1 Entering data in your Acer handheld" on page 1.



Last name: Roman

Cursor

Edit line

Selecting text

Select the text you want to edit using one of the following techniques:

- Double-tap on a word in a field to select the word.
- Triple-tap on any word on a line to select the entire line.
- Drag across a line of text to select some or all of the information, or drag down to select text across multiple lines.

Using the Edit menu

The Edit menu is available from any screen where you enter or edit text. As a general rule, the Edit menu commands affect selected text.

To use the Edit menu

1 Do one of the following to display the Edit menu.

- Tap the Menu icon ; then tap the Edit menu to display the edit commands.
- Tap the inverted application title tab at the top of the screen; then tap the Edit menu to display the edit commands.
- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. To select a command, either:
  - Tap the icon representing a command on the Command toolbar, or

- Draw the Graffiti shortcut in the text area of your screen

2 Choose from the following commands, depending on the application you are using.

Undo	Reverses the action of the last edit command made. Undo also reverses deletions done using the backspace.
Cut	Removes a selection from its current location and temporarily stores it in your handheld's internal memory. You can then paste the text into another area of the current application or into a different application.
Copy	Copies a selection and temporarily stores it in your handheld's internal memory. You can paste the selection into another area of the current application or into a different application
Paste	Inserts a selection from your handheld's memory into a selected point in a record. Paste produces no result if you have not used the Cut or Copy commands
Select All	Selects all the text in the current record or screen.
Keyboard	Opens the onscreen keyboard. Tap Done to close the keyboard.
Graffiti Help	Opens screens that shows all the Graffiti character strokes. Use this anytime you forget a stroke for a character or a shortcut for a command.

Deleting records in your basic applications

You can delete records in any of the basic applications.

To delete a record in any of the basic applications:

1 Select the record you want to affect.

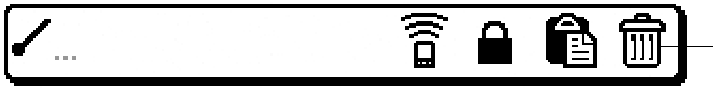
2 Do one of the following:

- Tap the Menu icon, open the Record menu, and then tap the Delete command.

  The Delete command differs depending on the application you are using:

  - **Date Book:** Delete Event
  - **Address Book:** Delete Address
  - **To Do List:** Delete Item
  - **Memo Pad:** Delete Memo
- Tap the inverted application title tab at the top of the screen, open the Record menu, and then select the desired Delete command.
- In the Details dialog box of the application, tap Delete, and then tap OK.

- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar; then tap the Delete icon 🗑 or draw a Graffiti 'D' in the text area.

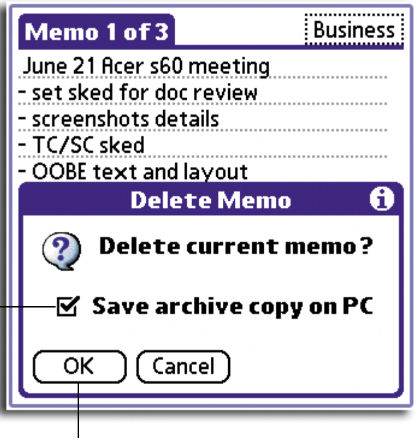


- Delete the text of the record.

NOTE: In Date Book, deleting the text of a repeating event deletes all instances of the event.

A confirmation dialog box appears.

If your want to archive a copy of the deleted file on your computer, select the Save Archive option. The record will be transferred to the archive folder on your computer the next time you perform a HotSync operation.



Memo 1 of 3 Business

June 21 Acer s60 meeting
- set sked for doc review
- screenshots details
- TC/SC sked
- OOBE text and layout

Delete Memo

Delete current memo?

☑ **Save archive copy on PC**

Select check box to archive a copy of the deleted file to your computer.

Tap here to delete selected file.

3 Tap OK.

Purging records

Over time, as you use Date Book and To Do List, you'll accumulate records that are no longer useful. For example, events that occurred months ago remain in Date Book, and completed To Do List items remain in the list.

Outdated records take up memory on your handheld, so it is a good idea to remove them by using Purge. If you think Date Book or To Do List records might prove useful later, you can purge them from your handheld and save them in an archive file.

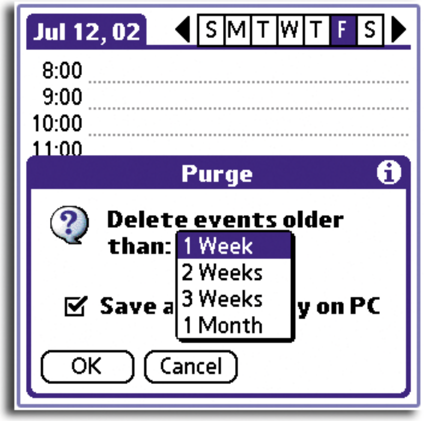
Purging is also available in Mail. See "Deleting email items" on page 193 for more information.

Purging is not available in Address Book or Memo Pad; delete outdated records from these two applications manually.

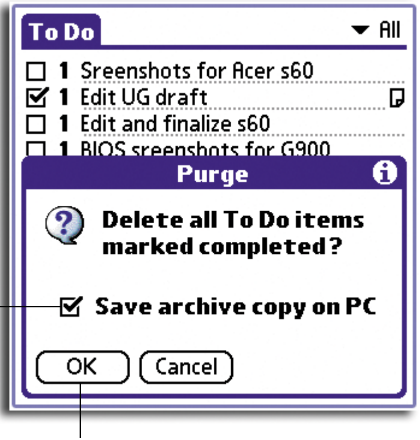
To purge records

1. Open the application from which you want to purge records.
2. Tap the Menu icon ☰, open the Record menu, and then tap Purge.

   A confirmation dialog box appears.
3. Choose from the following options on the confirmation dialog box that appears.
   - **Date Book:** Select the Delete Events Older Than pick list and select an option—1 week, 2 weeks, 3 weeks or 1 month.


Jul 12, 02
S M T W T F S
8:00
9:00
10:00
11:00
Purge
Delete events older than:
1 Week
2 Weeks
3 Weeks
1 Month
☑ Save a… y on PC
OK
Cancel

   - **Date Book or To Do List:** Select Save Archive Copy on PC to save a copy of purged records in an archive file on your computer the next time you perform a HotSync operation. Tap OK.


To Do
All
☐ 1 Sreenshots for Acer s60
☑ 1 Edit UG draft
☐ 1 Edit and finalize s60
☐ 1 BIOS screenshots for G900
Purge
Delete all To Do items marked completed?
☑ Save archive copy on PC
OK
Cancel

Select check box to archive a copy of the purged file to your computer.

Tap here to purged completed items.

Categorising records

You can categorise records in the Address Book, To Do List, and Memo Pad applications for easy retrieval. (Date Book does not have categories.)

NOTE: You can also categorise applications. Refer to "Categorising applications" on page 12 for more information.

When you create a record, it is automatically assigned to the currently displayed category. If the All category is displayed, the record is assigned to the Unfiled category. A record can remain unfiled or it can be assigned to a category at any time.

System-defined categories

Each basic application has a default set of categories:

- **Address Book:** Business, Personal, and QuickList category
  In QuickList, you can store names, addresses, and phone numbers you might need during emergencies (hospitals, fire department, police stations, etc.).
- **To Do List**: Business, Personal, and All category
- **Memo Pad:** Business, Personal, and All category

You can modify or delete the default categories.

User-defined categories

In addition to the default categories, you have the option to create new categories. An application can have up to 15 user-defined categories.

To move a record into a category

1. Select the record you want to categorise.
2. Tap Details. (From the Address View screen, tap Edit first.)
3. In the Details dialog box, tap the Category pick list to display the list of available categories.
4. Select the desired category.
5. Tap OK.

To display a category of records

1. Open the application from which you want to categorise records.
2. Tap the pick list in the upper right corner of the screen.

NOTE: In the Date Book Agenda view, the pick list is in the upper right of the To Do List.

3. Select a category you want to display.
   The list screen will now display only the records associated with the selected category.

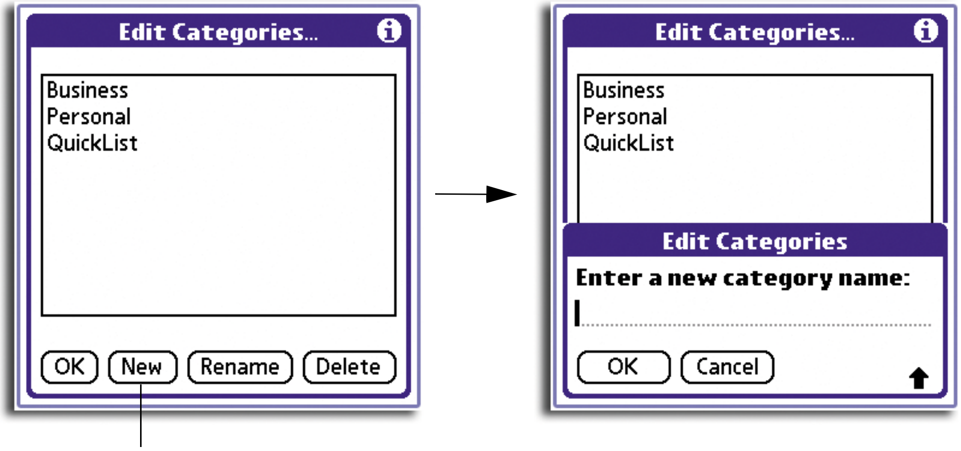
To create a new category

1 Open the application from which you want to categorise records.

2 Tap the pick list in the upper right corner of the screen.

3 Tap Edit Categories.

4 Tap New.


Edit Categories...
Business
Personal
QuickList
OK
New
Rename
Delete
Edit Categories...
Business
Personal
QuickList
Edit Categories
OK
Cancel

Enter a new category name:

Tap here.

5 Enter the name for the new category.

6 Tap OK.

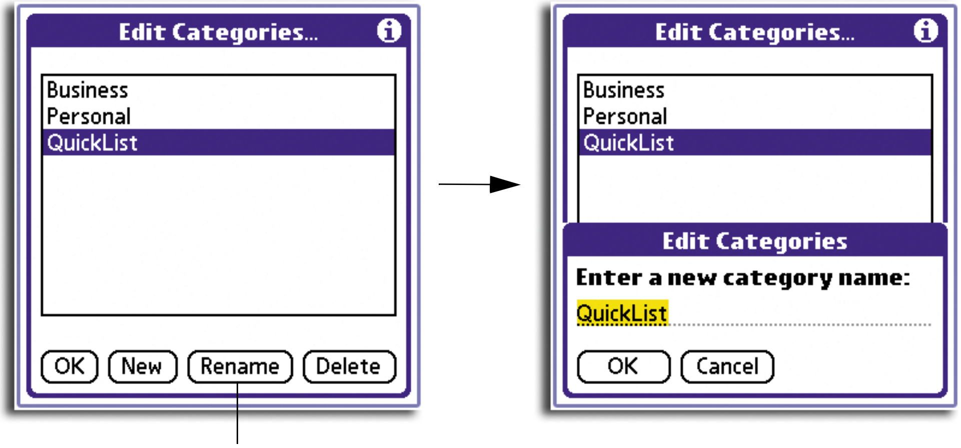
7 Tap OK to exit the Edit Categories dialog box.

To rename a category

1 Tap the pick list in the upper right corner of the screen.

2 Tap Edit Categories.

3 Select the category you want to rename.


Edit Categories...
Business
Personal
QuickList
OK
New
Rename
Delete
Edit Categories...
Business
Personal
QuickList
Edit Categories
OK
Cancel

Enter a new category name:
QuickList

Tap here.

4 Tap Rename.
5 Enter the new name for the category.
6 Tap OK.
7 Tap OK to exit the Edit Categories dialog box.

TIP: You can move records from multiple categories into a single category by renaming all discrete categories with a single category name. For example, if you rename the Personal Category to Business, all records formerly associated with the Personal category will now appear under the Business category.

Finding records

Your handheld lets you find information in several ways:

- All internal applications: Find locates a specified text, starting with the current application.

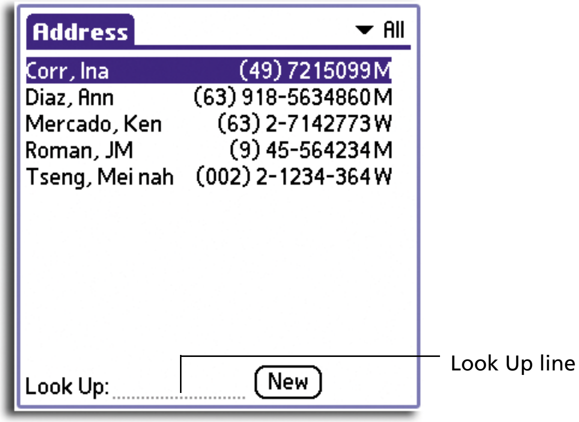
NOTE: Find does not search through applications stored in a *Memory Stick*.

- Date Book, To Do List, and Memo Pad: Use Phone Lookup to display the Address list screen and add the information from this list to a record.
- Address Book: Enter the first letters of a name in the Look Up line to immediately scroll to that name.
- Mail: Use Lookup to access information in your Address Book.

Finding Address Book records

You can look up Address Book records in two ways:

- Use the scroll button on the front panel of your handheld.
  - In the Address list screen, the scroll button moves up or down an entire screen of records. Holding down the button will accelerate scrolling and display every third screen.
  - In Address view screen, the scroll button moves to the previous or next address record.
- Type the first few letters of a name in the Look Up line at the bottom of the Address screen.



Corr, Ina (49) 7215099 M
Diaz, Ann (63) 918-5634860 M
Mercado, Ken (63) 2-7142773 W
Roman, JM (9) 45-564234 M
Tseng, Mei nah (002) 2-1234-364 W

Look Up:

Look Up line

The list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that begins with those two letters. For example, writing a "b" scrolls to "Bennet", and writing "br" scrolls further to 'Bristol'.

Using the Find option

The Find option lets you locate text in any or all applications. For example, if the text "dog" appears in Address Book and Date Book, the Find option displays both occurrences in the Find dialog box.

To use the Find option

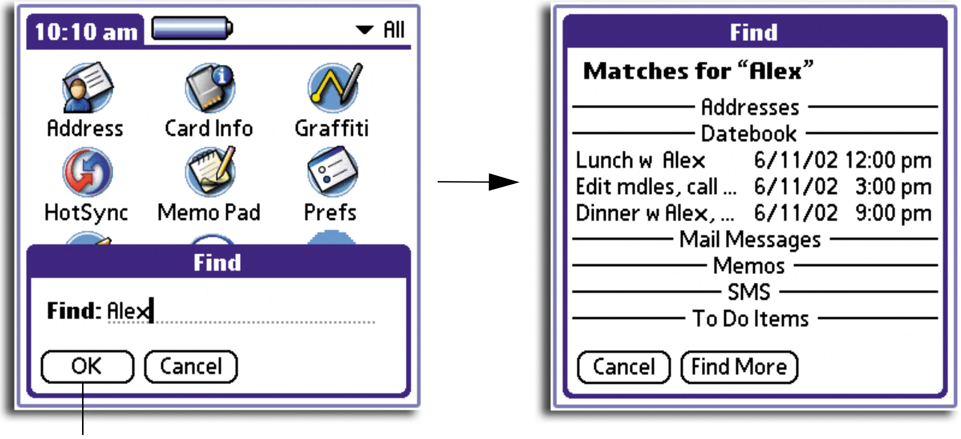
1 Tap the Find icon 🔍 to display the Find screen.

TIP: Select text in an application before tapping Find to automatically place the text in the Find dialog box.

2 Enter the text you want to find.

The Find option is not case sensitive; searching for "alex" also finds "Alex".

3 Tap OK.



Find: Alex

Matches for "Alex"

Addresses

Datebook

Lunch w Alex	6/11/02	12:00 pm
Edit mdles, call ...	6/11/02	3:00 pm
Dinner w Alex, ...	6/11/02	9:00 pm

Mail Messages

Memos

SMS

To Do Items

Tap here to start search.

Find searches for the text in all records and all notes within all internal applications.

Find will locate all matches that begin with the supplied text. It will not find words where the supplied text appears in the middle or at the end of a word. For example, searching for 'break' will find 'breakfast' but not 'fastbreak'.

As your handheld searches for the text, you can tap Stop to stop the search at any time. To continue the search after tapping Stop, tap Find More.

Using Phone Lookup

The Phone Lookup option lets you add a telephone number from the Address list to an entry in another application. For example, you can add your dentist's telephone number to your dental appointment date in Date Book.

To use Phone Lookup

1 Display the record in which you want to insert a phone number.

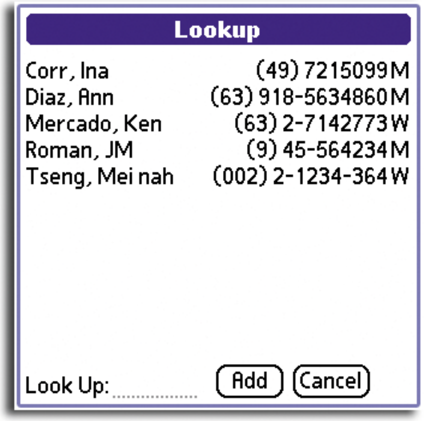
The record can be in Date Book, To Do List, Memo Pad, or Mail.

2 Do one of the following to display the Phone Lookup screen:

- Tap the Menu icon ☰. Open the Options menu, and then tap Phone Lookup.
- Tap the inverted application title tab at the top of the screen; then tap Options and tap Phone Lookup.

- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an L, the shortcut for the Phone Lookup command.

The Phone Lookup screen appears.



Corr, Ina	(49) 7215099 M
Diaz, Ann	(63) 918-5634860 M
Mercado, Ken	(63) 2-7142773 W
Roman, JM	(9) 45-564234 M
Tseng, Mei nah	(002) 2-1234-364 W

Look Up:

3 Do one of the following:

- Select a record.
- Write the first few letters of the name you want to add.

  The List scrolls to the first record in the list that starts with the letters you enter. When you see the name you are looking for, tap it.

4 Tap Add.

TIP: You can also search based on selected text. Drag to highlight the text, then write the Graffiti Phone Lookup command stroke “L”. Your handheld replaces the selected text and adds the name and its associated information.

Sorting records in your basic applications

In basic applications that display lists—Address Book, To Do List, and Memo Pad, you can sort listed records in various ways. Refer to following pages for instructions:

- Address Book - refer to page 59
- To Do List - refer to page 67
- Memo Pad - refer to page 70

Attaching notes

You can attach notes to records in all the basic applications except the Memo Pad. A note can be up to several thousand characters long.

To attach a note to a record

1 Display the entry to which you want to add a note.

2 Tap Details.

NOTE: In Address Book only, tap Edit first to be able to display and tap Details.

3 Tap Note.
4 Enter your note.
5 Tap Done.

A Note icon 🗎 appears to the right of any item containing a note.

To review or edit a note

- Tap the Note icon 🗎.

To delete a note

1 Tap the Note icon 🗎.
2 Tap Delete.
3 Tap Yes.

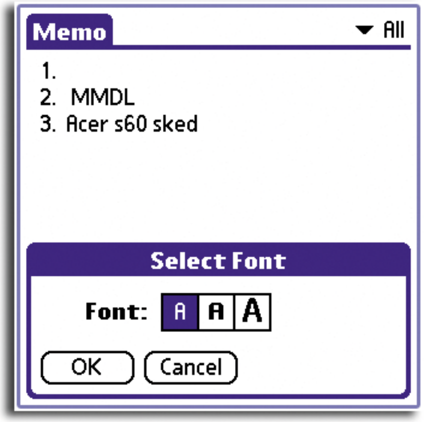
Choosing fonts

You can change the font style in all basic applications. You can choose a different font style for each application.

To change the font style

1 Open an application.
2 Do one of the following to display the Select Font screen:

- Tap the Menu icon 🗒. Open the Options menu, and then tap Font.
- Tap the inverted application title tab at the top of the screen; then tap Font in the Options menu.
- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an F, the shortcut for the Font command.



1.
2. MMDL
3. Acer s60 sked

3 Tap the font style you want, then tap OK.

Getting information on an application

You can get information on any application by displaying its About box. The About box displays the name, version number, and copyright information of the application.

To display the About box

1 Tap the Menu icon ☰, then tap Options.

2 In the Options menu, tap About.

The text following the About command differs based on your location. For example, if you are in Date Book, the command is About Date Book; if you are in Address Book, the command is About Address Book.

Application-specific tasks

This section explains how-to instructions specific for each task of your basic applications.

Using Date Book

Scheduling events

An entry in Date Book is called an *event*. An event can refer to any activity that you associate with a particular day.

You can schedule the following types of events in Date Book:

- **Timed events**, which have both times and dates
- **Untimed events**, for example, birthdays or anniversaries

- **Repeating events**, such as a weekly meeting held on the same day at the same time
- **Continuous events**, such as a vacation or three-day conference
- **All day events**, which reflect the default hours of a day as set by the user

When you schedule an event, its description appears on the time line, and its duration is set to 1 hour by default. You can easily change the start time and duration for any event.

Scheduling timed events

You can schedule timed events for the current date or for future dates.

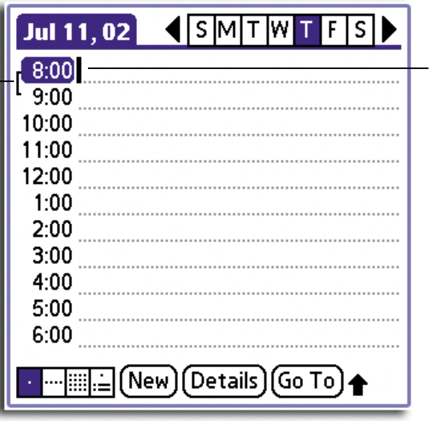
To schedule a timed event for the current date:

1 Tap the time line next to the time that corresponds to the start of the event.

2 Enter a description of the event.

Event description can be up to 255 characters in length.

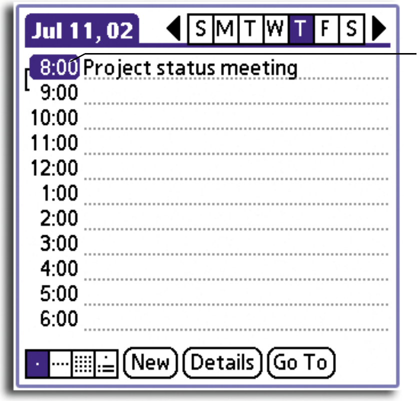
Time bar shows default duration.


Jul 11, 02
S M T W T F S
8:00
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
6:00
New
Details
Go To

Tap a line next to desired time; then enter text.

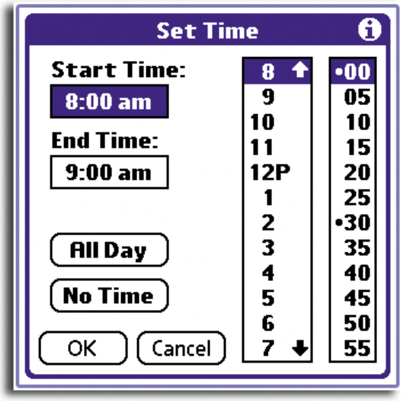
3 Set the event's duration:

- If the event is 1-hour long, skip to the end of this procedure.
- If the event is longer or shorter than an hour, tap directly on the time to open the Set Time dialog box. Proceed to step 4.


Jul 11, 02
S M T W T F S
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
6:00
New
Details
Go To

8:00 Project status meeting

Tap the time to display the Set Time dialog box.


Set Time
All Day
No Time
OK
Cancel
8
9
10
11
12P
1
2
3
4
5
6
7
•00
05
10
15
20
25
•30
35
40
45
50
55

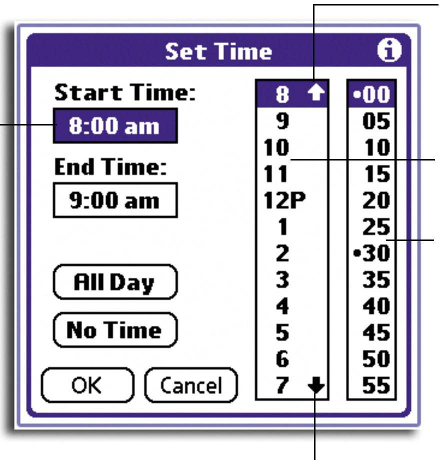
Start Time: 8:00 am
End Time: 9:00 am

TIP: You can open the Set Time dialog box (to select a start time) by making sure no event is selected, and then writing a number on the number side of the Graffiti writing area.

---

4 Set the duration of the event in either of the following ways:

- Tap the time columns in the Set Time dialog box to set the Start Time; then tap on the End Time time columns to set the End Time.
- Tap All Day if the event lasts all day. The default hours of a standard business day are set by the user, and may be changed using the Preferences command in Date Book. See the section "Changing the displayed Start and End Times" on page 54.


Set Time

Start Time: 8:00 am

End Time: 9:00 am

8
9
10
11
12P
1
2
3
4
5
6
7
•00
05
10
15
20
25
•30
35
40
45
50
55
All Day
No Time
OK
Cancel

Tap to scroll to earlier hours.

Start Time

Tap to change hours.

Tap to change minutes.

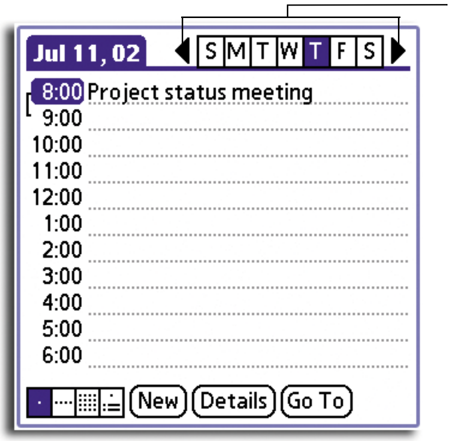
Tap to scroll to later hours.

5 Tap OK.

To schedule a timed event for another date:

1 Select the date you want in one of the following ways:

- Tap the desired day of the week in the date bar at the top of the screen. If necessary, tap the Previous week or Next week arrows to move to another week.

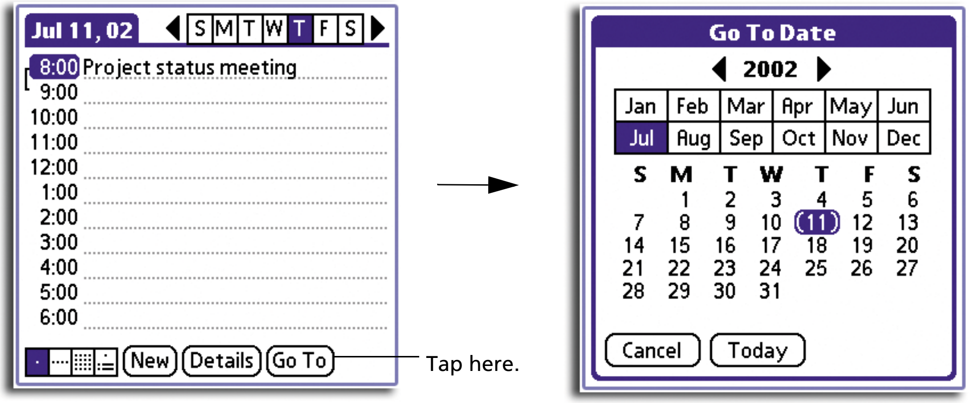

Jul 11, 02

8:00 Project status meeting

S
M
T
W
T
F
S
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
6:00
New
Details
Go To

Previous/Next week arrows

- Tap Go To at the bottom of the screen to open the Go to Date dialog box. Select a date by tapping a year, month, and day in the calendar.


Jul 11, 02
S M T W T F S
8:00 Project status meeting
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
6:00
New
Details
Go To
Go To Date
2002
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
S M T W T F S
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
Cancel
Today

Tap here.

2 After locating the desired date, follow the steps for scheduling an event for the current day.

Scheduling untimed events

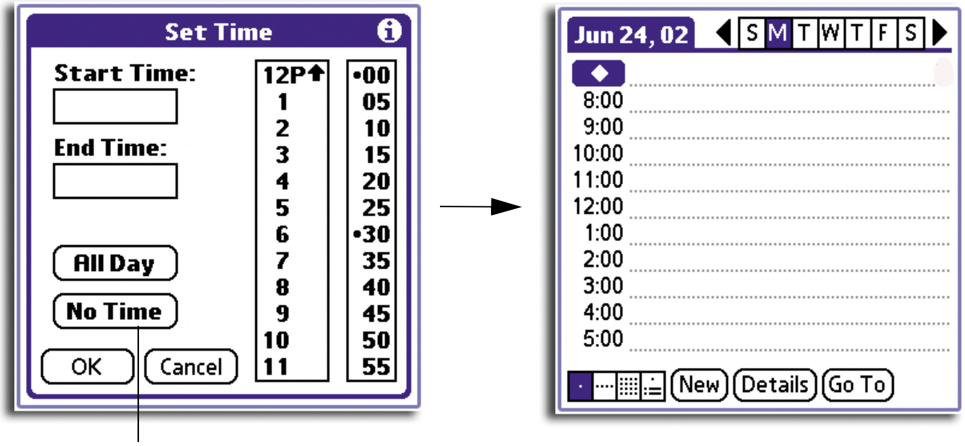
You can schedule untimed events for any date. Untimed events appear at the top of the list of times marked with a diamond.

To schedule an untimed event:

1 Select the event date you want, as described in the previous procedure, "To schedule a timed event for another date".

2 Tap New.

3 In the Set Time dialog box, tap No Time.


Set Time
Start Time:
End Time:
All Day
No Time
OK
Cancel
12P 1 2 3 4 5 6 7 8 9 10 11
•00 05 10 15 20 25 •30 35 40 45 50 55
Jun 24, 02
S M T W T F S
◆
8:00
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
New
Details
Go To

Tap here.

You can tap OK instead but make sure nothing is entered for the start or end time.

TIP: You can also create a new untimed event by making sure no event is selected and then writing letters in the Graffiti writing area. When you start writing, the untimed event appears at the top of the screen

4 Enter a description of the event.

5 Tap a blank area on the screen to deselect the untimed event.

NOTE: If you create a timed event and later want to make it an untimed event, tap directly on the event time on the Date Book screen; then tap No Time and tap OK.

Rescheduling events

You reschedule events using the Details option in Date Book. You can also use the Details option to convert untimed events into timed events.

To reschedule an event:

1 Tap the event you want to reschedule.

2 Tap Details.

3 To change the time, tap the Time box, then select a new time.

To change the date, tap the Date box, then select a new date

4 Tap OK.

Scheduling repeating or continuous events

The Repeat function lets you schedule events that recur at regular intervals or extend over a period of consecutive days.

Repeating events include a birthday or a weekly photography lesson that falls on the same day of the week and the same time of day.

Continuous events might include a business trip or a vacation.

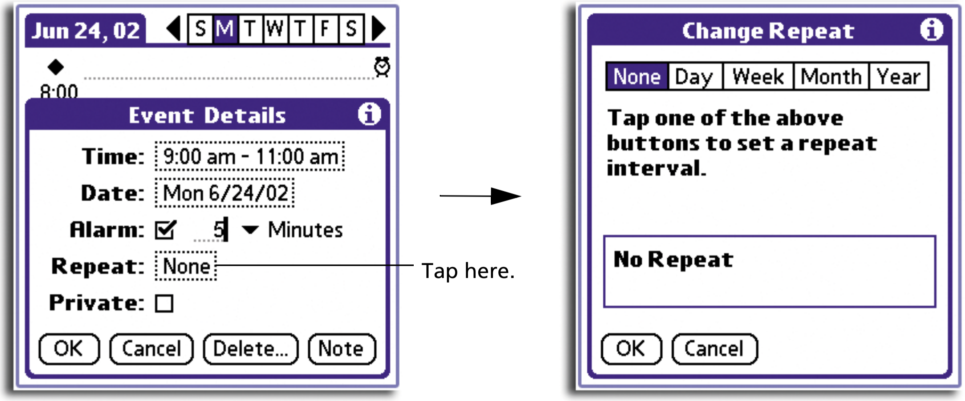
To schedule a repeating or continuous event:

1 Tap the event. (Be sure to tap the event and not the time next to the event.)

Typically, a continuous event is an untimed event.

2 Tap Details.

3 Tap the Repeat box to open the Change Repeat dialog box.



Time: 9:00 am - 11:00 am
Date: Mon 6/24/02
Alarm: ☑ 5 Minutes
Repeat: None
Private: ☐

Tap here.

Tap one of the above buttons to set a repeat interval.

No Repeat

4 Tap Day, Week, Month, or Year to set how often the event repeats.

For a continuous event, tap Day.

5 Enter a number that corresponds to how often you want the event to repeat on the Every line.

For example, if you select Month and enter the number 3, the event repeats every third month.

6 To set an end date for the repeating or continuous event, tap the End On pick list and tap Choose Date. Use the date picker to select an end date.

7 Tap OK.

The new repeating event is indicated by the Repeat icon ⧉ on the far right on the event line.

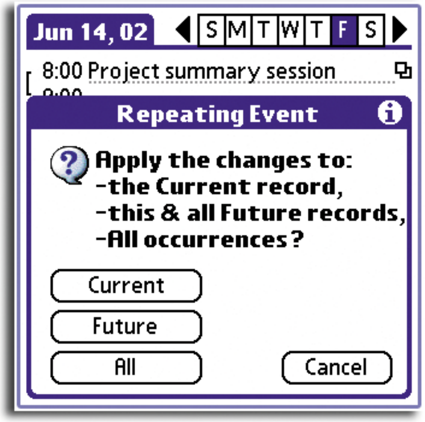
Making changes to repeating or continuous events

When changes are made to a repeating or continuous event you have the option of applying the change to just the current event, the current event and all future occurrences of this event, or all occurrences of this event - past, present, and future.

To delete repeating events:

1 In the Event Details screen of the event you want to delete, tap Delete.

The Repeating Event screen appears asking for confirmation of the delete.


Jun 14, 02

8:00 Project summary session

Repeating Event

Apply the changes to:
-the Current record,
-this & all Future records,
-All occurrences?

NOTE: You can also tap the Menu icon; select Record, and then tap Delete Event. This opens the Repeating Event screen.

2 Select one of the following options:

Current	Deletes a single occurrence of this event.
Future	Deletes the current event and all future occurrences of this event.
All	Deletes all past, current, and future occurrences of this event.

The event is removed from your Date Book and you are returned to the Day view where you started. These steps apply to all changes you make to repeating or continuous events.

About scheduling repeating or continuous events

Keep the following in mind when scheduling repeating or continuous events:

- If you change the start date of a repeating event, your handheld calculates the number of days you moved the event. It then automatically changes the end date to maintain the duration of the repeating event.
- If you change the repeat interval (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are not changed, and your handheld creates a new repeating event.
- If you change the date of an occurrence of a repeating event (e.g., from January 14 to January 15) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your handheld adjusts the end date to maintain the duration of the event.
- If you change other repeat settings (for example, time, alarm, private) of a repeating event and apply the change to all occurrences, your handheld creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are not changed.
- If you apply a change to a single occurrence of a repeating event (e.g., time), that occurrence no longer shows the Repeat icon.

Adding Address Book information to an event

You can add a name, address, and telephone number to an event using the Phone Lookup option. For instructions, refer to "Using Phone Lookup" on page 38.

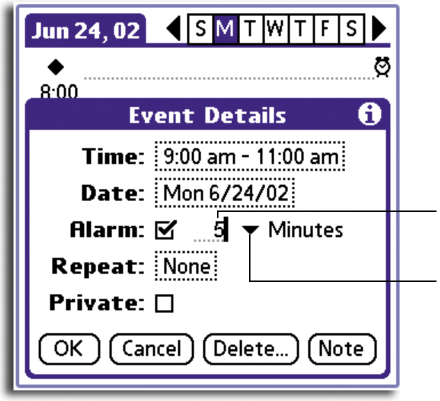
Setting the alarm for an event

The Alarm setting lets you set an audible alarm for events in your Date Book, and display an onscreen reminder. For untimed events, only the reminder message appears.

To set an alarm for an event

1. Tap the event to which you want to assign an alarm.
2. Tap Details.
3. Tap the Alarm check box to select it.

   The default setting, 5 Minutes, appears.
4. Set the alarm time:
   - Select the 5 next to the Alarm check box and enter any number from 0 to 99 (inclusive) as the number of time units.
   - Tap the pick list to change the time unit; select Minutes, Hours, or Days.



Time: 9:00 am - 11:00 am
Date: Mon 6/24/02
Alarm: ☑ 5 Minutes
Repeat: None
Private: ☐

Enter number of time units here.

Tap here to select unit of time.

5. Tap OK.

   Once an alarm has gone off, a Reminder screen appears. You can tap the Snooze button to dismiss the alarm for a 5-minute period. Refer to "Using the Reminder command buttons" on page 174 for more information on working on the Reminder screen.

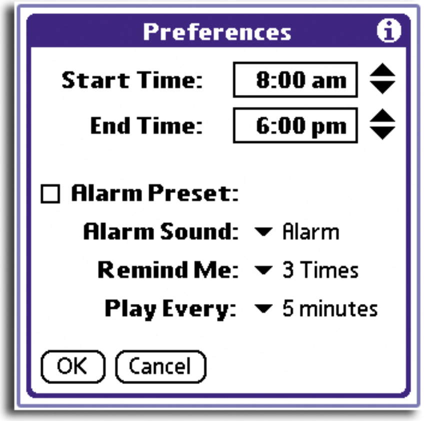
Setting alarm options

You can use Preferences to set alarm options, including:

- For the alarm to go off automatically for each new event
- Set a tone for the alarm
- Set the number of times the alarm sounds

To set alarm options

1 In Date Book, tap the Menu icon, open the Options menu, and then tap Preferences.



Preferences

Start Time: 8:00 am
End Time: 6:00 pm

☐ Alarm Preset:
Alarm Sound: Alarm
Remind Me: 3 Times
Play Every: 5 minutes

2 Select from the following options:

Start/End Time	Let you set the start and end time for the Date Book view. See "Changing the displayed Start and End Times" on page 54.
Alarm Preset	Let you set an alarm for each new event automatically. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.
Alarm Sound	Tap the pick list to set the tone of the alarm. Options include Alarm, Alert, Bird, Concert, Phone, Sci-fi, and Wake Up.
Remind Me	Tap the pick list to define how many times the alarm sounds—once or twice; or three, five, or ten times.
Play Every	Tap the pick list to define how often the alarm sounds—every minute; or every 5, 10, or 30 minutes.

3 Tap OK.

Changing the Date Book view

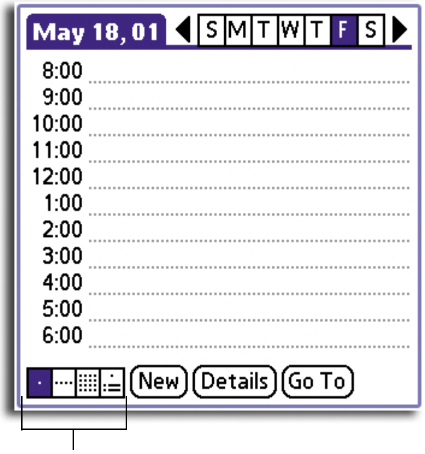
Date Book includes four views for displaying your appointments:

- Day view
- Week view
- Month view
- Agenda view

To display the Date Book views:

Do one of the following:

- Repeatedly press the Date Book application button on the front panel of your handheld to cycle through all the Date Book views.
- Tap a view icon in the lower-left area of the Date Book screen.



Date Book view icons

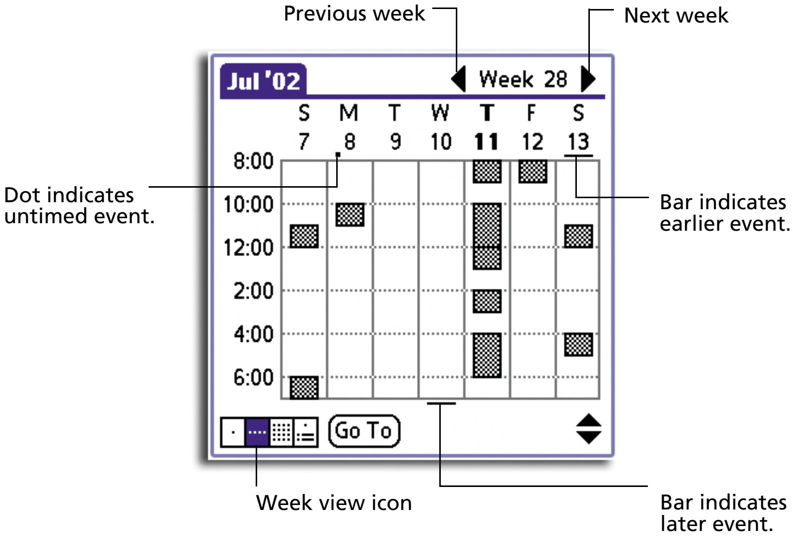
Working in Week view

Week view displays a calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

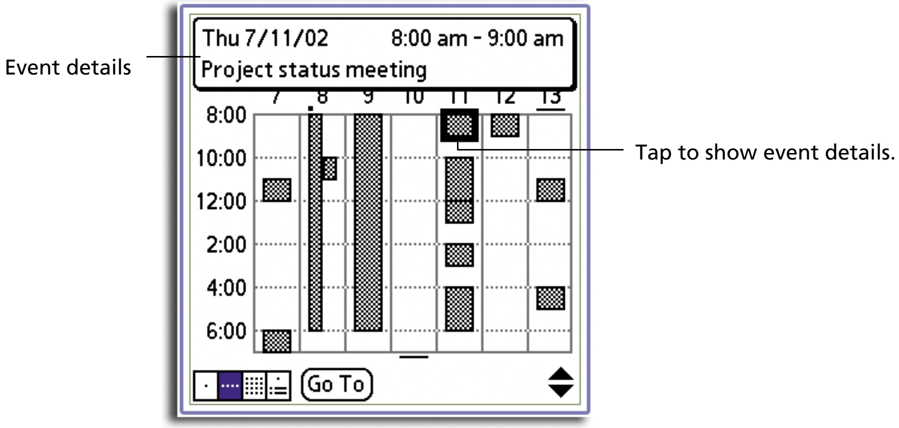
To work in Week view:

1. Do one of the following to display the Week view:
   - Tap the Week view icon.
   - Press the Date Book application button until the Week view appears.
2. Tap the left and right navigation controls to move forward or backward a week at a time, or tap on a specific day to display the details of an event.

NOTE: The Week view also shows untimed events and events before and after the range of times displayed.


Previous week
Next week
Jul '02
Week 28
S M T W T F S
7 8 9 10 11 12 13
8:00
10:00
12:00
2:00
4:00
6:00
Go To
Dot indicates untimed event.
Bar indicates earlier event.
Week view icon
Bar indicates later event.

3 Tap an event to display a description of the event at the top of the screen.


Event details
Thu 7/11/02 8:00 am - 9:00 am
Project status meeting
8:00
10:00
12:00
2:00
4:00
6:00
Go To
Tap to show event details.

Tips on working in Week view

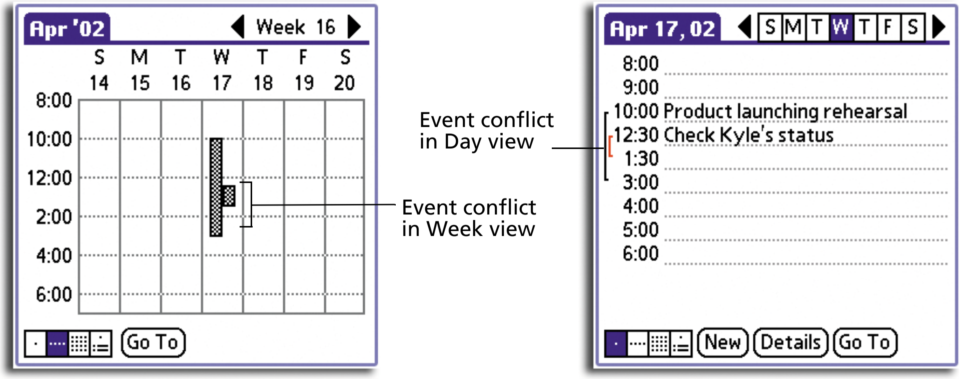
Keep the following points in mind when working in Week view:

- To reschedule an event while in Week view, tap and drag the event to a different time or day.
- Tap a blank time on any day to move to that day and have the time selected for a new event.
- Tap any day or date that appears at the top of the Week view to move directly to that day without selecting an event.
- The Week view displays the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the scroll arrows to scroll to the event.

Spotting event conflicts

With the ability to define specific start and end times for any event, it is possible to schedule events that overlap (an event that starts before a previous event finishes).

An event conflict (time overlap) appears in the Week view as overlapping time bars and in the Day view as overlapping brackets to the left of the conflicting times.


Apr '02
Week 16
S M T W T F S
14 15 16 17 18 19 20
8:00
10:00
12:00
2:00
4:00
6:00
Go To
Event conflict in Day view
Event conflict in Week view
Apr 17, 02
S M T W T F S
8:00
9:00
10:00 Product launching rehearsal
12:30 Check Kyle's status
1:30
3:00
4:00
5:00
6:00
New
Details
Go To

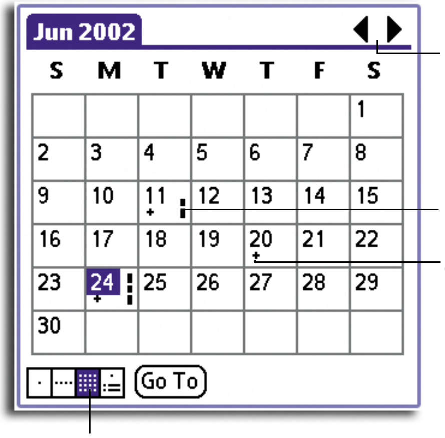
Working in Month view

The Month view screen shows which days have events scheduled. Dots and lines in the Month view indicate events, repeating events, and untimed events.

To display the Month view:

Do one of the following:

- Tap the Month view icon ▦.
- Press the Date Book application button ☰◷ until the Month view appears.


Jun 2002
S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30
Go To
Previous/next month
Dots on right side indicate events.
Crosses below date indicate untimed events.
Month view icon

You can control the dots and lines that appear in the Month view. See "Display Options" on page 55 for more information.

Tips on working in Month view

Keep the following points in mind when working in Month view:

- Tap a day in the Month view to display that day in the Day view.
- Tap the next/previous arrows in the upper right corner of the screen to move forward or backward a month.
- Tap the Go To button to open the date selector and select a different month.
- Use the scroll buttons on the front panel of your handheld to move between months. Press the top button to display the previous month, the bottom button to display the next month.

Working in Agenda view

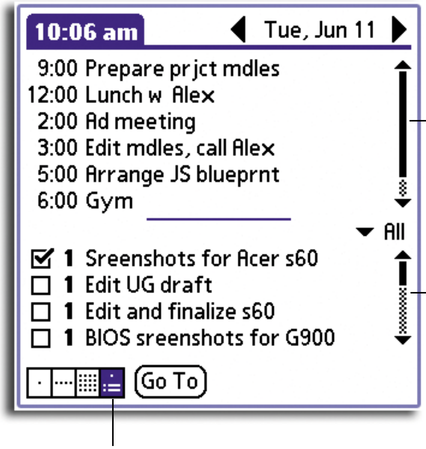
The Agenda view lets you view appointments, untimed events, and To Do List items in a single screen. Although it is primarily a viewing option, you can also use the Agenda view to check off completed To Do List items. To go to the Day view of any event on the Agenda view screen, simply tap the desired event.

To work in the Agenda view:

1. Do one of the following to display the Agenda view:

   - Tap the Agenda view icon ☰.
   - Press the Date Book application button ☰◷ until the Agenda view appears.

Tap the navigation bars to move forward or backward a day at a time or to display more events and To Do items.



10:06 am ◀ Tue, Jun 11 ▶

9:00 Prepare prjct mdles
12:00 Lunch w Alex
2:00 Ad meeting
3:00 Edit mdles, call Alex
5:00 Arrange JS blueprnt
6:00 Gym

▼ All

☑ **1** Sreenshots for Acer s60
☐ **1** Edit UG draft
☐ **1** Edit and finalize s60
☐ **1** BIOS sreenshots for G900

Scroll the list for each view

Agenda view icon

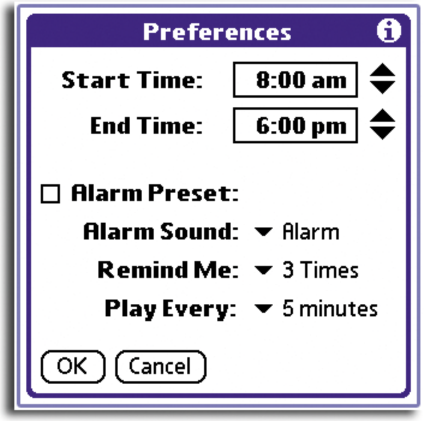
Tips on working in Agenda view

- Tap any appointment while in Agenda view to display the Day view of the appointment.
- Check off completed To Do List items in the Agenda view, or click a description of an item to go directly into the To Do List application.
- You can change the category of To Do List items shown. Tap the pick list and select the new category. For more information on To Do List items, refer to "Using To Do List" on page 63.

Changing the displayed Start and End Times

To change the start and end time in Date Book:

1 Tap the Menu icon, open the Options menu, and then tap Preferences.



Start Time: 8:00 am
End Time: 6:00 pm
☐ Alarm Preset:
Alarm Sound: Alarm
Remind Me: 3 Times
Play Every: 5 minutes

The Start Time and End Time values are used by the various Date Book screens. The Day view schedules events to start and end at these times when the All Day option is selected. The Week view displays the time span defined by the Start Time and End Time values.

2 Tap Start Time and use the up/down arrows to select a new start time value for the Date Book screens.

3 Tap End Time and use the up/down arrows to select a new end time value for the Date Book screens.

NOTE: If the selected time slots for the Start and End time do not fit on one screen, you can tap the scroll arrows to scroll up and down.

4 Tap OK.

Displaying the current time

To display the current time:

1 Tap and hold down the stylus on the date in the date bar to display the current time.

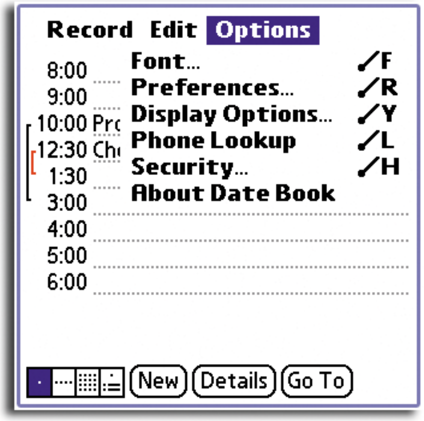
2 Release the stylus to redisplay the date.

Date Book menus

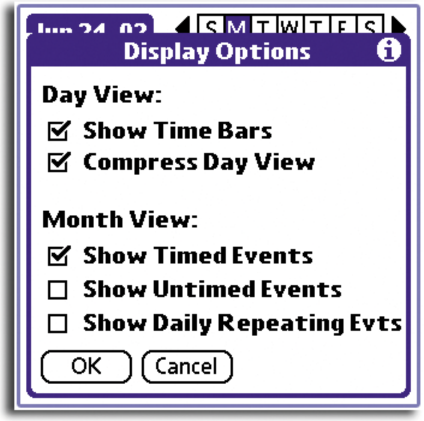
Date Book menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

Date Book has three menus: Record, Edit and Options.

Options menu


Record
Edit
Options
Font... ⁄F
Preferences... ⁄R
Display Options... ⁄Y
Phone Lookup ⁄L
Security... ⁄H
About Date Book
8:00
9:00
10:00 Prc
12:30 Chi
1:30
3:00
4:00
5:00
6:00
New
Details
Go To

Display Options In Day or Month view, you can change which events appear in Date Book. In Day view, you can display time bars that highlight event conflicts.


Jun 24, 02
S M T W T F S
Display Options

Day View:
☑ Show Time Bars
☑ Compress Day View

Month View:
☑ Show Timed Events
☐ Show Untimed Events
☐ Show Daily Repeating Evts

OK
Cancel

In Day view:

- **Show Time Bars.** Tap to display time bars showing the duration of an event and any event conflicts.
- **Compress Day View.** Tap to display start and end times for each event with the blank time slots on the bottom of the screen absent to minimise scrolling. Clear the option to display all time slots.

In Month view:

Select whether to display Timed, Untimed, or Daily Repeating events. You can activate any or all of these options.

Using Address Book

Creating an Address Book entry

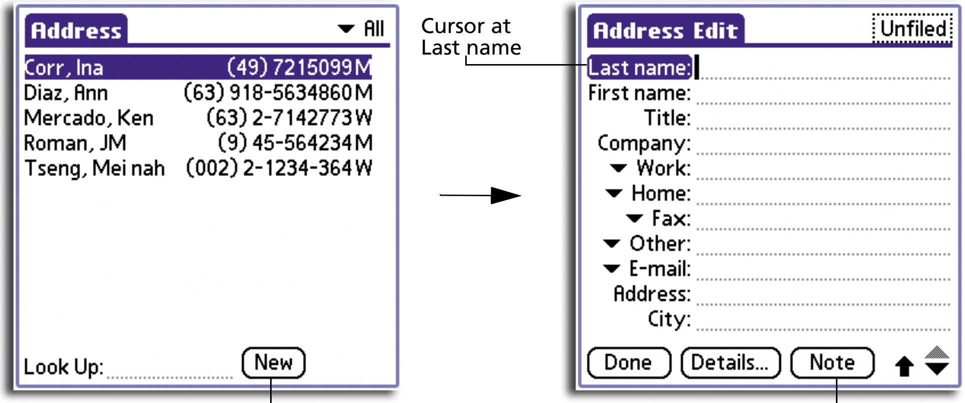
A record in Address Book is called an *entry*. You can create entries on your handheld or you can use your Palm Desktop software to create entries on your computer and then download them to your handheld during your next HotSync operation.

Palm Desktop software also has data import capabilities that allow you load database files into the Address Book on your handheld.

To create a new Address Book entry:

1 Press the Address Book application button ☎ on the front panel of your handheld to display the Address screen.

2 Tap New.



Corr, Ina	(49) 7215099 M
Diaz, Ann	(63) 918-5634860 M
Mercado, Ken	(63) 2-7142773 W
Roman, JM	(9) 45-564234 M
Tseng, Mei nah	(002) 2-1234-364 W

Cursor at Last name

Tap here.

Tap here to add a note.

3 Enter the last name of the person you want to add to your Address Book.

NOTE: The first letter of each field (except numeric and email fields) is automatically capitalised.

4 Tap the First Name field to move to it.

TIP: You can also use the Graffiti Next Field Stroke to move to the next field. Refer to "Graffiti navigation strokes" on page 6 for more information.

5 Enter the individual’s first name in the First Name field.

6 If you want to be able to sort the Address Book by company name, enter the information you want in the Company field.

7 Enter any other information that you want to include in the entry.

NOTE: As you enter letters in the Title, Company, City and State fields, text appears for the first logical match that exists in your Address Book. As you enter more letters, a closer match appears. As soon as the word appears, tap in the next field to accept the word.

8 Tap the scroll arrows to move to the next page of information.

9 To attach a note to an entry, tap Note. Enter the information you want in the Graffiti writing area, and then tap Done.

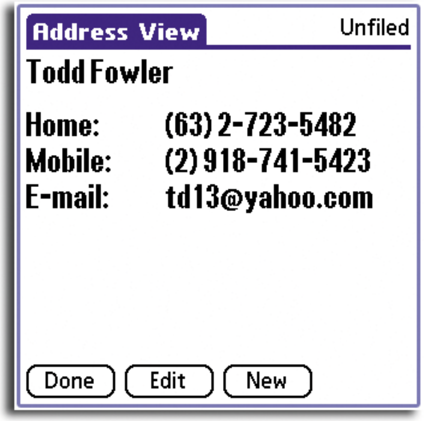
10 When you have finished entering information, tap Done.

TIP: To create an entry that always appears at the top of the Address List, begin the Last name or Company field with a symbol, as in *If Found Call.* This entry can contain contact information in case you lose your handheld.

To view details of an address entry:

1 Tap the address entry in Address list view.

The entry appears in the Address View screen.



Todd Fowler
Home: (63) 2-723-5482
Mobile: (2) 918-741-5423
E-mail: td13@yahoo.com

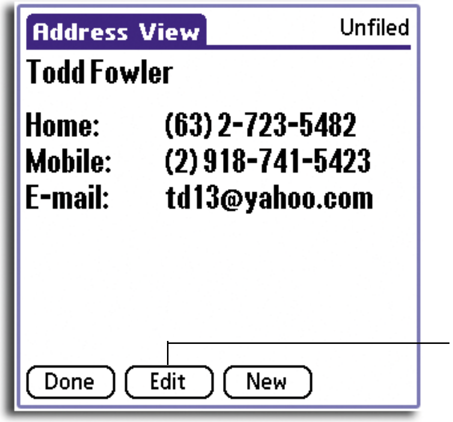
2 Tap Done when you have finished viewing the entry.

Selecting different types of phone numbers and addresses

You can select the types of phone numbers or email addresses that an Address Book entry displays. Any changes you make apply only to the current entry.

To select other types of phone numbers in an entry

1 In the Address View screen of the entry that you want to change, tap Edit.

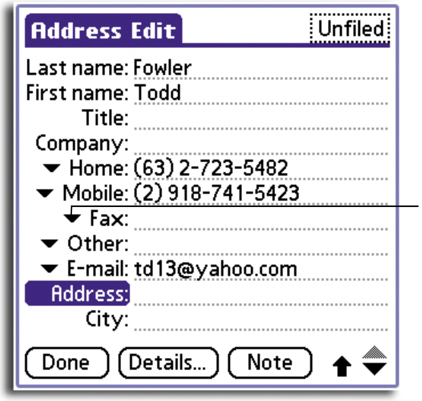

Address View
Unfiled
Done
Edit
New

Todd Fowler

Home: (63) 2-723-5482
Mobile: (2) 918-741-5423
E-mail: td13@yahoo.com

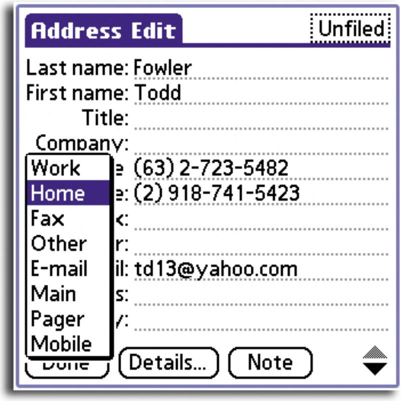
Tap here.

2 Tap the pick list next to the label you want to change.


Address Edit
Unfiled
Done
Details...
Note

Last name: Fowler
First name: Todd
Title:
Company:
Home: (63) 2-723-5482
Mobile: (2) 918-741-5423
Fax:
Other:
E-mail: td13@yahoo.com
Address:
City:

Tap the pick list.


Address Edit
Unfiled
Work
Home
Fax
Other
E-mail
Main
Pager
Mobile
Details...
Note

3 Select a new label.

Duplicating an entry

You can duplicate existing entries, which can be helpful when you want to enter multiple people from a single organisation. When you duplicate an entry, the word *Copy* appears next to the name in the First Name field.

To duplicate an entry

1 From the Address Book, tap a name you want to duplicate.

2 Do one of the following:

- Tap the Menu icon ☰; then tap Duplicate Address from the Record menu.
- Tap the inverted application title tab at the top of the screen; then tap Duplicate Address from the Record menu.
- In the Graffiti text area of your device's screen, drag a diagonal line from the lower left to upper right to display the Command toolbar; then write a T in the Graffiti text area to initiate the Duplicate Record command.

3 Edit the record as necessary.

Editing Address Book entries

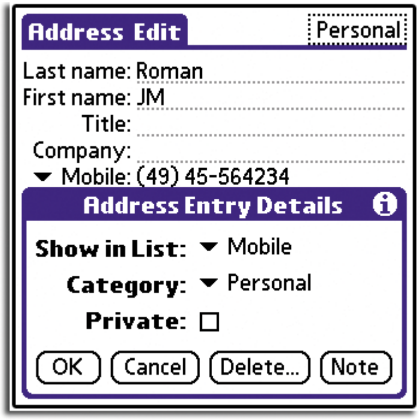
You can change the type of information that appears in the Address screen, categorise an entry, and hide an entry for security reasons. You can also delete entries.

To edit an Address Book entry

1 Tap the entry that you want to change in the Address list.

2 Tap Edit.

3 Tap Details.



Address Edit Personal

Last name: Roman
First name: JM
Title:
Company:
▼ Mobile: (49) 45-564234

Address Entry Details

Show in List: ▼ Mobile
Category: ▼ Personal
Private: ☐

4 In the Address Entry Details dialog box, select any of the following settings:

Show in List	Let you select which type of phone or other information to appear in the Address List screen. Options include Work, Home, Fax, Other, E-mail, Main, Pager and Mobile. The Identifying letters W, H, F, O, M or P appear next to the record on which information is displays. (There is no identifying letter when E-mail is selected.)
Category	Let you select a category to which you want to assign the entry.
Private	Let you hide the entry when Security is turned on.

You can also use the Delete and Note buttons.

- **Delete**. Tap to delete the entry.
- **Note**. Let you create a note. Tap the button, then enter information in the Graffiti writing area, and tap OK.

5 Tap OK.

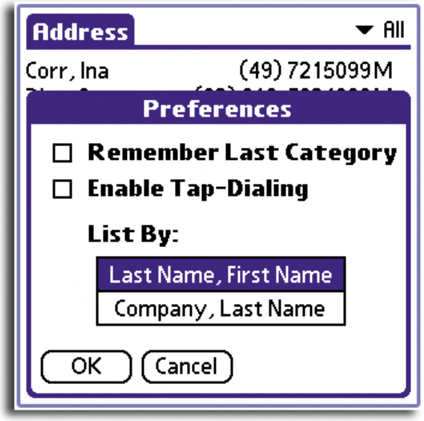
Sorting Address Book entries

You can change how Address Book lists are sorted by using Preferences.

To sort Address Book entries

1. In Address Book, tap the Menu icon .
2. Open the Options menu, and then tap Preferences.

   The Preferences screen appears.



Preferences

☐ Remember Last Category
☐ Enable Tap-Dialing

List By:
Last Name, First Name
Company, Last Name

3. Choose an option to sort Address Book lists from the List By pick list:

Last Name, First Name	Address Book list is sorted alphabetically by an individual’s last name and then first name.
Company, Last Name	Address Book list is sorted by the company name, and then an individual’s last name.

4. Tap OK.

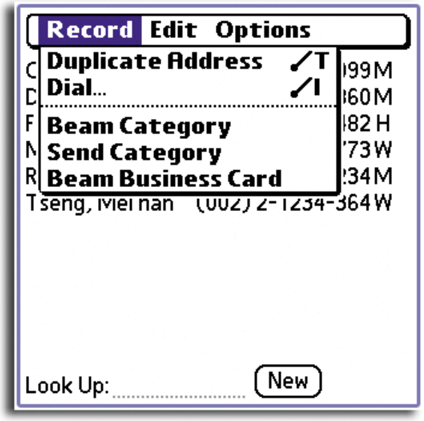
Address Book menus

Address Book menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

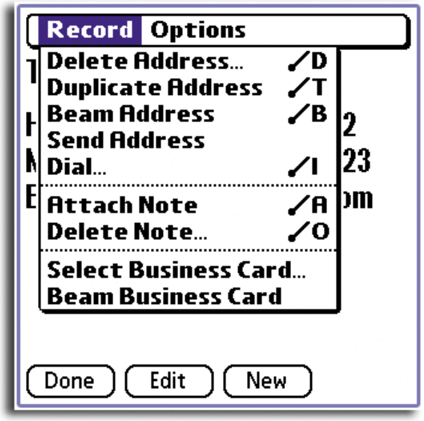
Address Book has three menus: Record, Edit and Options.

Record menu

The Record menu differs depending on whether you are viewing it from the Address list screen or from the Address View screen.


Record Edit Options
Duplicate Address ⁄T
Dial... ⁄I
Beam Category
Send Category
Beam Business Card
Tseng, Mei nah (002) 2-1234-364 W
Look Up:
New

Address list

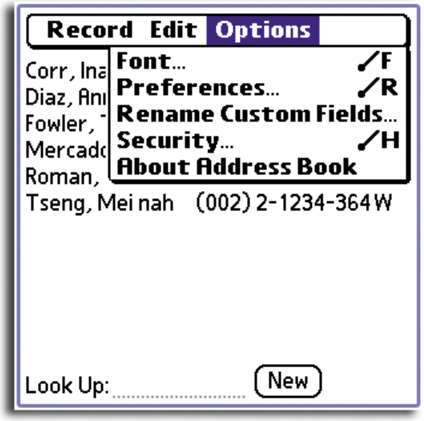

Record Options
Delete Address... ⁄D
Duplicate Address ⁄T
Beam Address ⁄B
Send Address
Dial... ⁄I
Attach Note ⁄A
Delete Note... ⁄O
Select Business Card...
Beam Business Card
Done
Edit
New

Address View

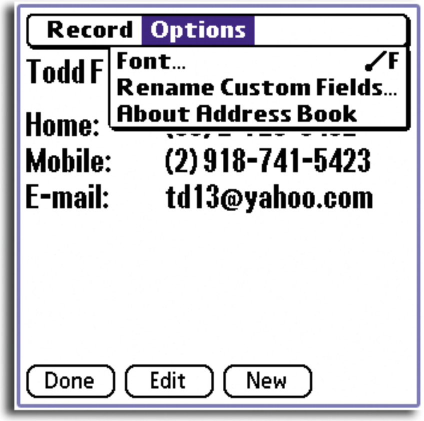
Dial Initiates dialing of an infrared-equipped mobile phone by sending the telephone number through the IR port of your handheld to the phone.

Options menu

The Options menu differs depending on whether you are viewing it from the Address list or from the Address View screen.

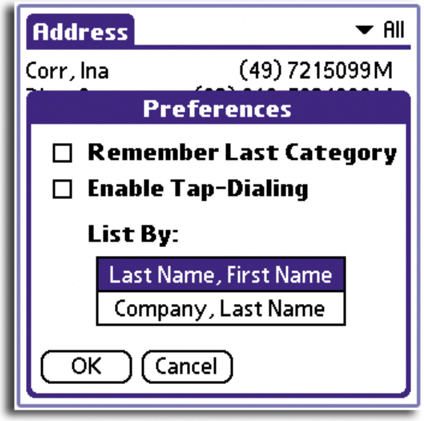

Record Edit Options
Font... ⁄F
Preferences... ⁄R
Rename Custom Fields...
Security... ⁄H
About Address Book
Corr, Ina
Diaz, Ani
Fowler,
Mercado
Roman,
Tseng, Mei nah (002) 2-1234-364 W
Look Up:
New

Address list


Record Options
Font... ⁄F
Rename Custom Fields...
About Address Book
Todd F
Home:
Mobile: (2) 918-741-5423
E-mail: td13@yahoo.com
Done
Edit
New

Address View

Preferences

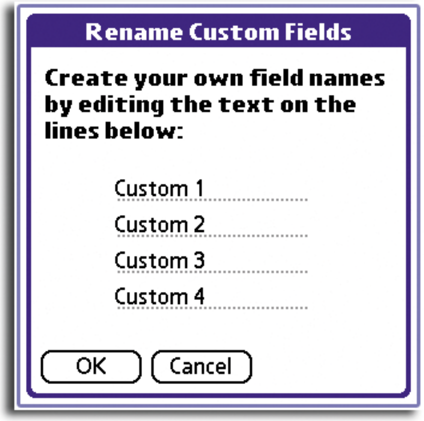


Preferences

☐ Remember Last Category
☐ Enable Tap-Dialing
List By:
Last Name, First Name
Company, Last Name

- **Remember Last Category**. Determines how Address Book appears when you return to it from another application. If you check on the box, Address Book shows the last category you selected. If you clear it, Address Book displays the All category.
- **Enable Tap Dialing**. Allow automatic dialing by tapping a telephone number in Address Book. You must have an infrared-equipped mobile phone near your handheld to use this feature.

Rename Custom Fields


Rename Custom Fields

Create your own field names by editing the text on the lines below:

Custom 1
Custom 2
Custom 3
Custom 4

These custom fields appear at the end of the Address Edit screen. Rename them to identify the kind of information you enter in them. Names of these custom fields appear in all entries.

Using To Do List

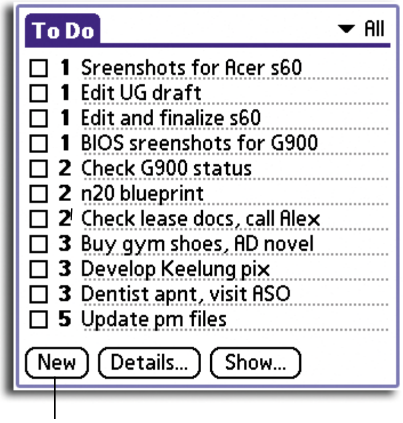
Creating To Do List items

A To Do List item is a reminder of some task that you have to complete. A record in the To Do List is called an *item*.

To create a To Do List item

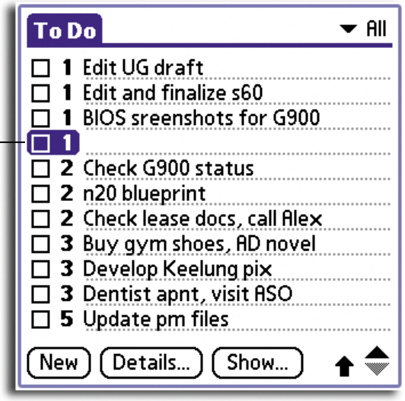
1 Press the To Do List application button ≡✓ on the front panel of your handheld to display the To Do List screen.

2 Tap New.



☐ 1 Sreenshots for Acer s60
☐ 1 Edit UG draft
☐ 1 Edit and finalize s60
☐ 1 BIOS sreenshots for G900
☐ 2 Check G900 status
☐ 2 n20 blueprint
☐ 2 Check lease docs, call Alex
☐ 3 Buy gym shoes, AD novel
☐ 3 Develop Keelung pix
☐ 3 Dentist apnt, visit ASO
☐ 5 Update pm files

Tap here.



☐ 1 Edit UG draft
☐ 1 Edit and finalize s60
☐ 1 BIOS sreenshots for G900
☐ 1
☐ 2 Check G900 status
☐ 2 n20 blueprint
☐ 2 Check lease docs, call Alex
☐ 3 Buy gym shoes, AD novel
☐ 3 Develop Keelung pix
☐ 3 Dentist apnt, visit ASO
☐ 5 Update pm files

New To Do edit line

3 Enter the text of the To Do List item.

The text can be longer than one line.

TIP: If no To Do List item is currently selected, writing in the Graffiti writing area automatically creates a new item.

4 Tap anywhere onscreen to deselect the To Do List item.

TIP: You can add a name, address, and phone number to a To Do List item using the Phone Lookup option. For more information, refer to "Using Phone Lookup" on page 38.

Setting To Do List priorities

You can set priorities for tasks in your To Do List according to their importance or urgency. By default, items are arranged by priority and due date; on top of the list are priority 1 (most important) items. Changing an item's priority may move its position in the list.

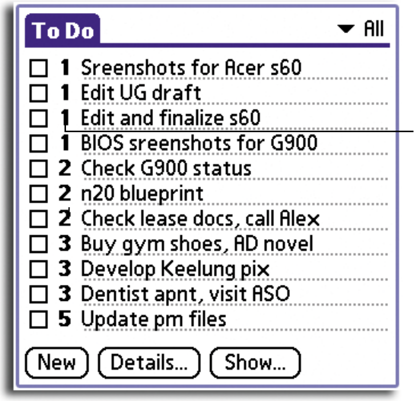
New To Do List items automatically have a priority level of 1. If you select another item first, before creating a new item, the item you create appears beneath the selected item with the same priority as the selected item.

To set the priority of a To Do List item

1 If priorities are not visible in the To Do List, tap the Show button at the bottom of the screen. Tap Show Priorities, and tap OK.

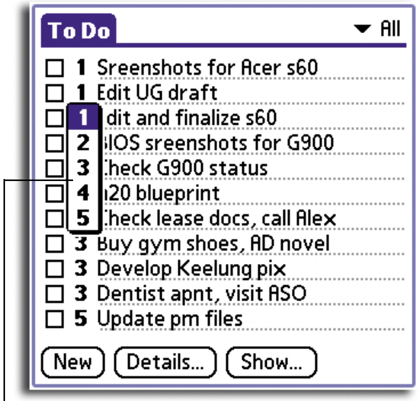
2 Tap the Priority number on the left side of the To Do List item.

The drop-down column of priority levels appears.



☐ 1 Sreenshots for Acer s60
☐ 1 Edit UG draft
☐ 1 Edit and finalize s60
☐ 1 BIOS sreenshots for G900
☐ 2 Check G900 status
☐ 2 n20 blueprint
☐ 2 Check lease docs, call Alex
☐ 3 Buy gym shoes, AD novel
☐ 3 Develop Keelung pix
☐ 3 Dentist apnt, visit ASO
☐ 5 Update pm files

Tap here.



☐ 1 Sreenshots for Acer s60
☐ 1 Edit UG draft
☐ 1 dit and finalize s60
☐ 2 IOS sreenshots for G900
☐ 3 heck G900 status
☐ 4 20 blueprint
☐ 5 heck lease docs, call Alex
☐ 3 Buy gym shoes, AD novel
☐ 3 Develop Keelung pix
☐ 3 Dentist apnt, visit ASO
☐ 5 Update pm files

Tap here to select priority level.

3 Tap the Priority number that you want to set for the item, with 1 as the most important and 5 as the least important.

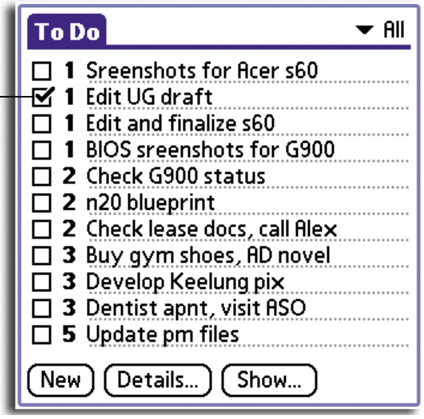
Checking off a To Do List item

You can check off a To Do List item to indicate that you have completed it.

To check off a To Do List item

Tap the check box on the left side of the item. The check mark indicates that the item has been completed already.

Completed To Do List item

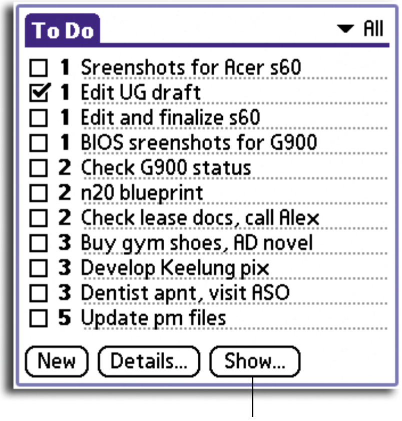


☐ 1 Sreenshots for Acer s60
☑ 1 Edit UG draft
☐ 1 Edit and finalize s60
☐ 1 BIOS sreenshots for G900
☐ 2 Check G900 status
☐ 2 n20 blueprint
☐ 2 Check lease docs, call Alex
☐ 3 Buy gym shoes, AD novel
☐ 3 Develop Keelung pix
☐ 3 Dentist apnt, visit ASO
☐ 5 Update pm files

To remove a completed To Do List item

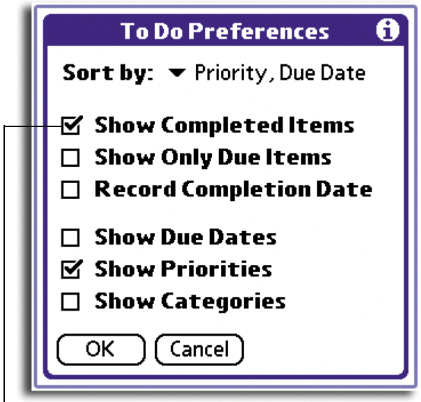
1 At the bottom of the To Do List screen, tap the Show button to display the To Do Preferences dialog box.

2 Tap the Show Completed Items check box to deselect it.



☐ 1 Sreenshots for Acer s60
☑ 1 Edit UG draft
☐ 1 Edit and finalize s60
☐ 1 BIOS sreenshots for G900
☐ 2 Check G900 status
☐ 2 n20 blueprint
☐ 2 Check lease docs, call Alex
☐ 3 Buy gym shoes, AD novel
☐ 3 Develop Keelung pix
☐ 3 Dentist apnt, visit ASO
☐ 5 Update pm files

Tap here.



Sort by: ▾ Priority, Due Date

☑ **Show Completed Items**
☐ **Show Only Due Items**
☐ **Record Completion Date**

☐ **Show Due Dates**
☑ **Show Priorities**
☐ **Show Categories**

Tap the check box to turn off this option.

Your completed To Do items disappear from the list.

NOTE: Items that no longer appear on the list because Show Completed Items is turned off have not been deleted. They are still in the internal memory of your handheld. You must purge completed items to remove them from memory. Refer to "Purging records" on page 32 for more information.

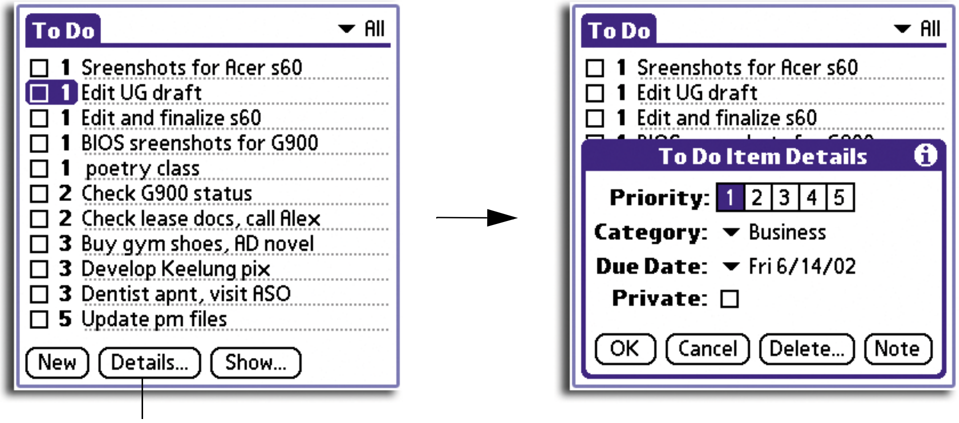
Changing To Do List items details

You can change the details of a To Do List item including the priority level, the item category, the assigned due date, and the security status.

To change the To Do List item details

1 In the To Do List screen, tap the item that you want to change.

2 Tap Details to display the To Do Item Details screen.



☐ **1** Sreenshots for Acer s60
☐ **1** Edit UG draft
☐ **1** Edit and finalize s60
☐ **1** BIOS sreenshots for G900
☐ **1** poetry class
☐ **2** Check G900 status
☐ **2** Check lease docs, call Alex
☐ **3** Buy gym shoes, AD novel
☐ **3** Develop Keelung pix
☐ **3** Dentist apnt, visit ASO
☐ **5** Update pm files

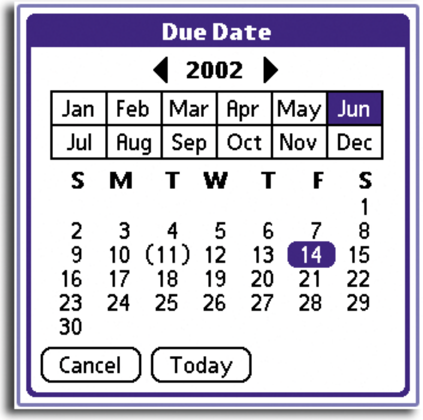
Priority: 1 2 3 4 5
Category: Business
Due Date: Fri 6/14/02
Private: ☐

Tap here.

3 Choose from the following options:

Priority	Tap the Priority number that you want to set for the item, with 1 as the most important and 5 as the least important.
Category	Tap the pick list to select a category for the item.
Due Date	Tap the pick list to open the Due Date pick list, then tap the date that you want to assign the item. Options include:

- **Today**. Assigns the current date.
- **Tomorrow**. Assigns tomorrow’s date.
- **One Week Later**. Assigns the date exactly one week from the current date.
- **No Date**. Removes the due date from the item.
- **Choose Date**. Displays the date selector from where you can select a particular due date for the item.



Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	(11)	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Private Tap Private to hide this item when Security is turned on.

You can also use the Delete and Note buttons.

- **Delete**. Tap to delete the item.
- **Note**. Let you create a note. Tap the button, then enter information in the Graffiti writing area, and tap OK.

4 Tap OK.

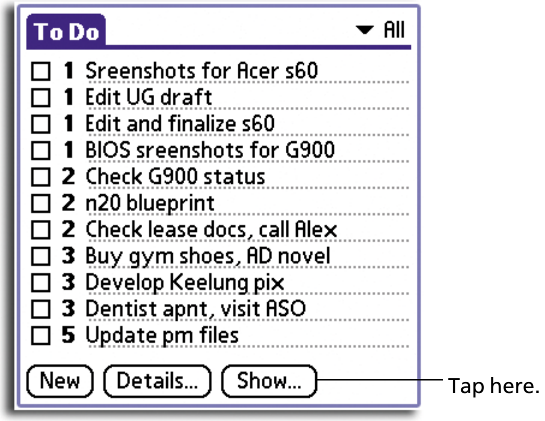
TIP: If you turn on the Show Due Dates option in the To Do Preferences dialog box, you can tap directly on the due date in the To Do List to open the pick list shown in step 3.

Sorting To Do items

After setting the item's option details, you can then sort To Do List items by priority, due date, or category.

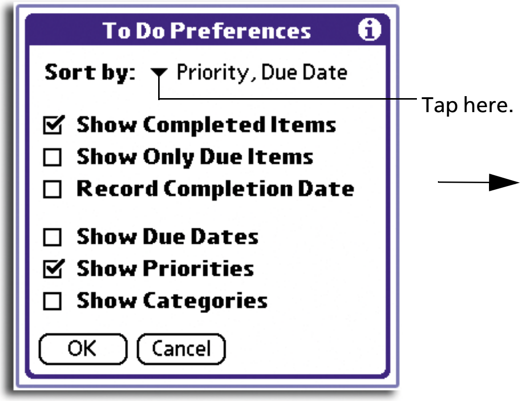
To sort To Do List items

1 In the list screen of To Do List, tap Show.



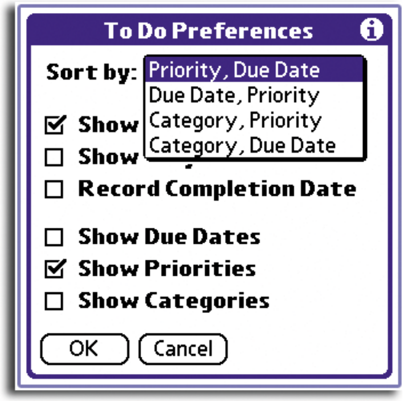
☐ 1 Sreenshots for Acer s60
☐ 1 Edit UG draft
☐ 1 Edit and finalize s60
☐ 1 BIOS sreenshots for G900
☐ 2 Check G900 status
☐ 2 n20 blueprint
☐ 2 Check lease docs, call Alex
☐ 3 Buy gym shoes, AD novel
☐ 3 Develop Keelung pix
☐ 3 Dentist apnt, visit ASO
☐ 5 Update pm files

2 Tap the Sort By pick list.



Sort by: ▼ Priority, Due Date

☑ Show Completed Items
☐ Show Only Due Items
☐ Record Completion Date
☐ Show Due Dates
☑ Show Priorities
☐ Show Categories



Sort by: Priority, Due Date
Due Date, Priority
Category, Priority
Category, Due Date

☑ Show
☐ Show
☐ Record Completion Date
☐ Show Due Dates
☑ Show Priorities
☐ Show Categories

3 Select an option from the Sort by pick list:

Priority, Due Date	Sort items by priority first, and then due date.
Due Date, Priority	Sort items by due date first, and then priority
Category, Priority	Sort items by category first, and then priority
Priority, Category	Sort items by priority first, and then category.

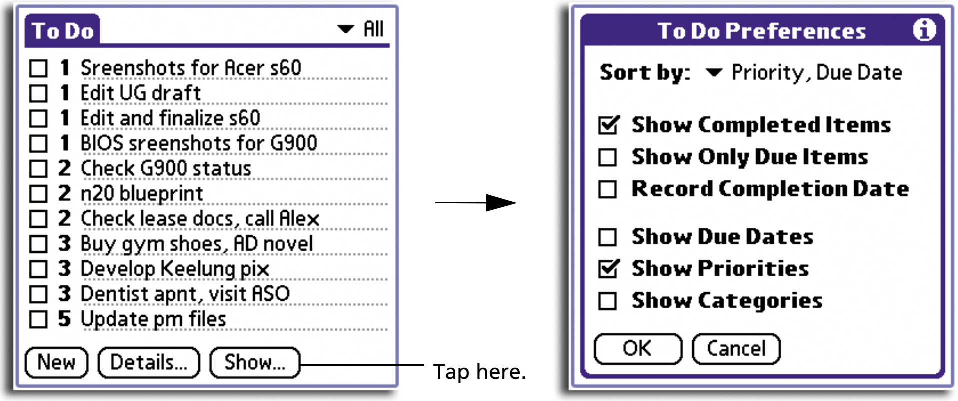
4 Tap OK.

Displaying completed and due items

You can have the To Do List display completed items and their completion dates, as well as due items and their due dates.

To display completed and due items in the To Do List:

1 At the bottom of the To Do List screen, tap the Show button to display the To Do Preferences dialog box.



To Do ▼ All

☐ 1 Sreenshots for Acer s60
☐ 1 Edit UG draft
☐ 1 Edit and finalize s60
☐ 1 BIOS sreenshots for G900
☐ 2 Check G900 status
☐ 2 n20 blueprint
☐ 2 Check lease docs, call Alex
☐ 3 Buy gym shoes, AD novel
☐ 3 Develop Keelung pix
☐ 3 Dentist apnt, visit ASO
☐ 5 Update pm files

Tap here.

To Do Preferences

Sort by: ▼ Priority, Due Date

☑ Show Completed Items
☐ Show Only Due Items
☐ Record Completion Date

☐ Show Due Dates
☑ Show Priorities
☐ Show Categories

2 In the To Do Preferences dialog box, tap any of the following settings to activate it.

Show Completed Items	Displays completed items in the To Do List. If this setting is turned off, completed To Do items disappear from the list, but are kept in the internal memory of your handheld. You must purge completed items to remove them from memory.
Show Only Due Items	Displays only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.
Record Completion Date	Replaces the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still appears when you complete the item.

Show Due Date	Displays the due dates for items in the To Do List and displays an exclamation mark next to items that remain incomplete after the due date passes.
Show Priorities	Displays the priority setting for each item.
Show Categories	Displays the category for each item.

3 Tap OK.

To Do List menus

To Do List has three menus: Record, Edit and Options.

Using Memo Pad

Creating memos

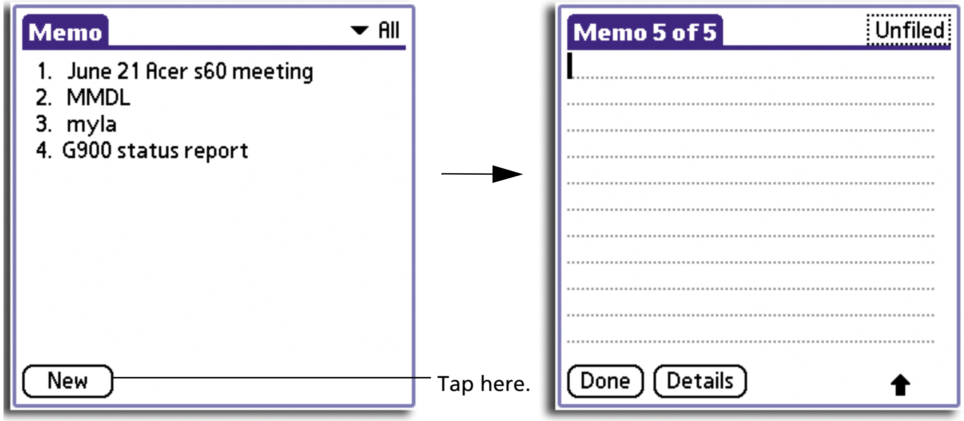
A record in Memo Pad is called a *memo*. A memo can contain up to 4,000 characters. The number of memos you can store is limited only by the free space available in your handheld's internal memory.

When you create a new memo, you can add information to it from the Address Book application, such as a phone number or address, using the Phone Lookup option. Refer to "Using Phone Lookup" on page 38.

To create a new memo

1 Press the Memo Pad application button on the front panel of your handheld to display the Memo List screen.

2 Tap New.



1. June 21 Acer s60 meeting
2. MMDL
3. myla
4. G900 status report

Tap here.

TIP: You can also create a new memo by beginning to write in the Graffiti writing area in the Memo List screen. The first letter is automatically capitalised and begins your new memo.

3 Enter the text you want to appear in the memo. Use the Graffiti carriage return stroke to move down to new lines in the memo.

Refer page 6 for more information on Graffiti navigation strokes.

4 Tap Done.

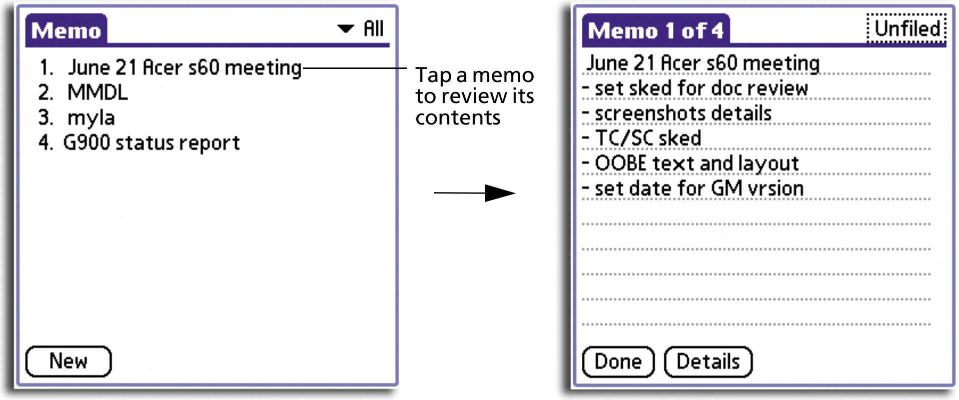
NOTE: You can categorise memos. See "Categorising records" on page 34.

Reviewing memos

The Memo list displays the first line of a memo. This makes it easy to locate and review your memos.

To review a memo

1 In the Memo List, tap the text of the memo.



1. June 21 Acer s60 meeting
2. MMDL
3. myla
4. G900 status report

Tap a memo to review its contents

June 21 Acer s60 meeting
- set sked for doc review
- screenshots details
- TC/SC sked
- OOBE text and layout
- set date for GM vrsion

2 Review or edit the text in the memo.

3 Tap Done.

Sorting memos

You can use the Memo Pad Preferences menu to change the order memos appear in the Memo List screen.

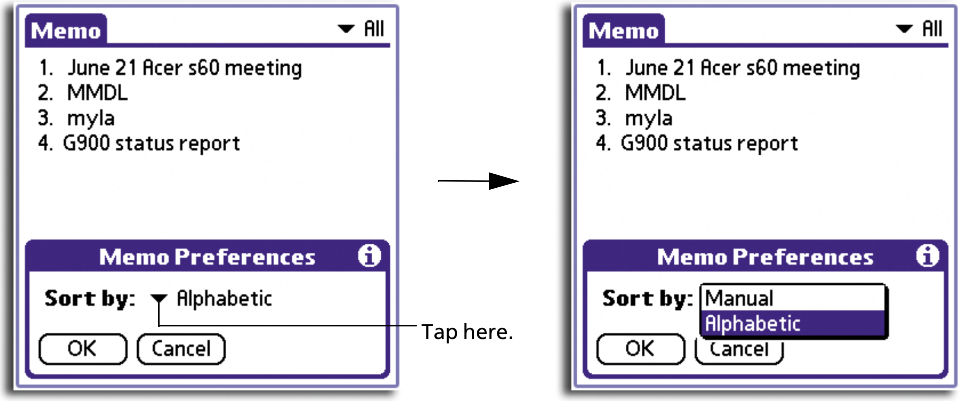
To automatically sort memos

Sort new and existing memos in numerical and then alphabetical sequence.

1 In the list screen of Memo Pad, tap the Menu icon.

2 From the Options menu, tap Preferences.

3 In the Preferences dialog box, tap the Sort by pick list and select Alphabetic.



1. June 21 Acer s60 meeting
2. MMDL
3. myla
4. G900 status report

Sort by: Alphabetic

Tap here.

4 Tap OK.

To manually sort memos

Sort new memos in the sequence in which you create them.

1 In the Memo Pad Preferences dialog box, tap Manual from the Sort by pick list.

2 In the list screen, tap and drag a memo to a new location in the list.

TIP: To display the list of your memos on your computer as you arranged them manually on your handheld, open Memo Pad in the Palm Desktop software, click List By, and select Order on Handheld.

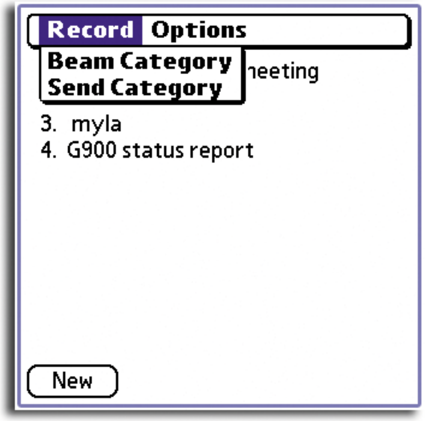
Memo Pad menus

Memo Pad menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

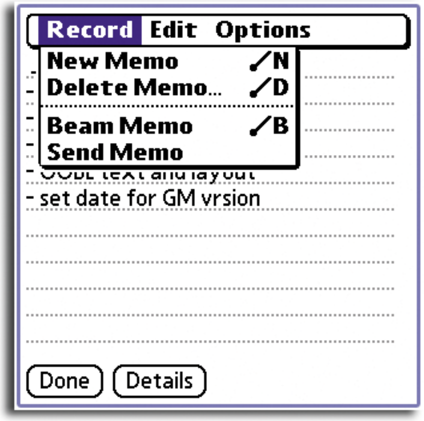
Memo Pad has three menus: Record, Edit and Options.

Record menus

The Record menu differs depending on whether you are viewing it from the Memo List screen or from an open memo.


Record
Options
Beam Category
Send Category
neeting
3. myla
4. G900 status report
New

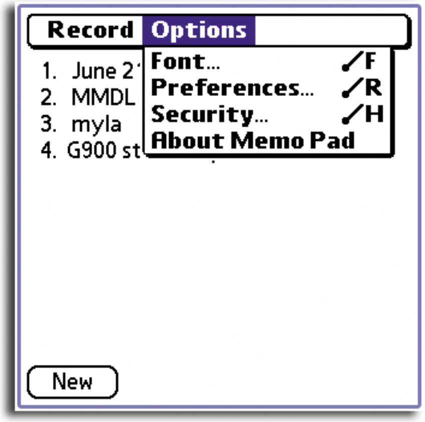
Memo List


Record
Edit
Options
New Memo ⁄N
Delete Memo... ⁄D
Beam Memo ⁄B
Send Memo
- set date for GM vrsion
Done
Details

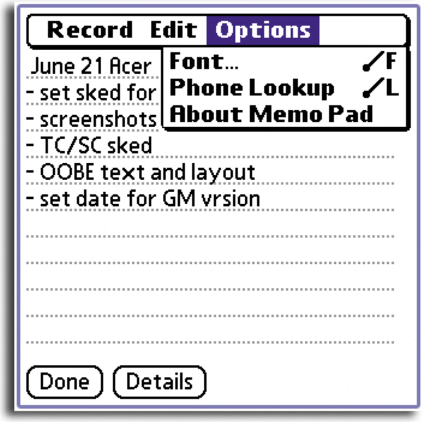
Open memo

Options menus

The Options menu differs depending on whether you are viewing it from the Memo List screen or from an open memo.


Record
Options
1. June 2
2. MMDL
3. myla
4. G900 st
Font... ⁄F
Preferences... ⁄R
Security... ⁄H
About Memo Pad
New

Memo List


Record
Edit
Options
June 21 Acer
- set sked for
- screenshots
- TC/SC sked
- OOBE text and layout
- set date for GM vrsion
Font... ⁄F
Phone Lookup ⁄L
About Memo Pad
Done
Details

Open memo

Using Calculator

Using the Calculator buttons

The Calculator includes several buttons to help you perform calculations.

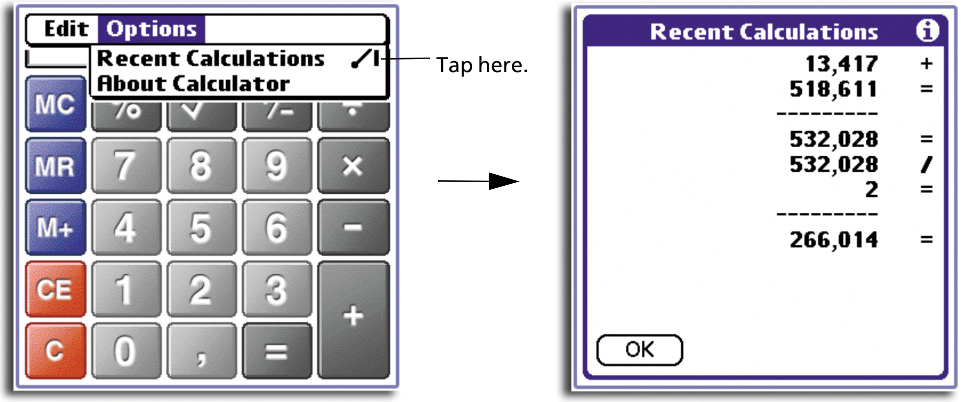
C	Clears the entire calculation and enables you to begin a fresh calculation.
CE	Clears the last number you entered. Tap this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to reenter the number without starting the calculation over.
M+	Places the current number in memory. Each new number you enter with the M+ button is added to the total stored in memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Tapping this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.
MR	Recalls the total stored value from memory and inserts it in the current calculation.
MC	Clears any value that is stored in the Calculator memory.
√	Calculates the square root of a number. Enter a number then tap this button.
+/-	Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first and then tap the +/- button.

Displaying recent calculations

The Recent Calculations command lets you review the last series of calculations and helps you confirm a chain of calculations.

To display recent calculations

1 Tap the Menu icon ☰ to display the menu bar.
2 Tap Options.
3 Tap Recent Calculations.


Edit
Options
Recent Calculations
About Calculator
Tap here.
MC
MR
M+
CE
C
%
√
+/-
÷
7
8
9
×
4
5
6
−
1
2
3
+
0
,
=
Recent Calculations
OK

```
   13,417   +
  518,611   =
---------
  532,028   =
  532,028   /
        2   =
---------
  266,014   =
```

4 When you have finished reviewing the calculations, tap OK.

Calculator menus

Calculator has two menus: Edit and Options.

4 Working with your supplementary applications

Your handheld includes several supplementary applications that provide innovative features to make your handheld a functional everyday companion:

- Clock
- AudioBox *
- Recorder *
- WalkReader
- PhotoWiz
- Filer
- Service Launcher
- Backup

This chapter explains how to use your handheld's supplementary applications.

* These applications are only available for Acer s60.

Installing handheld applications

By default, only the Service Launcher and Filer applications are factory-installed in your handheld. To use the other handheld applications you need to download them to your computer using the Acer s50 and s60 Handhelds Installation CD, then perform a HotSync operation to install them to your handheld.

To install supplementary handheld applications

Downloading AudioBox and Recorder is only useful for Acer s60 handheld users. These two applications will not run even if installed in an Acer s50 handheld.

1. Exit any open programs, including those that run at startup such as Microsoft® Office, and disable any virus-scanning software.
2. Insert the Acer s50 and s60 Handhelds Installation CD into the computer's CD-ROM drive.
3. Select the language of choice.
4. Select your handheld model.
5. Click Install Supplementary Applications.
6. Click Install Handheld Applications.
7. Select the check box before the application(s) you want to install.
8. If you are installing Clock, WalkReader, Backup, or PhotoWiz, click Execute to start the installation process.

   If you are installing AudioBox or Recorder, on the confirmation prompt that appears after clicking Execute, click Continue to start the installation process.

   Clicking the Execute button will transfer all selected application(s) to the Palm Desktop Install Tool.

9 Perform a HotSync operation to install selected application(s) to your handheld.

For more information on performing a HotSync operation, refer to "9 Exchanging and updating data using HotSync operations" on page 213.

Using Clock

Clock makes it easy for you to check the date and time as well as set alarm reminders for your schedule. It also serves as a handy timer for time-critical activities.

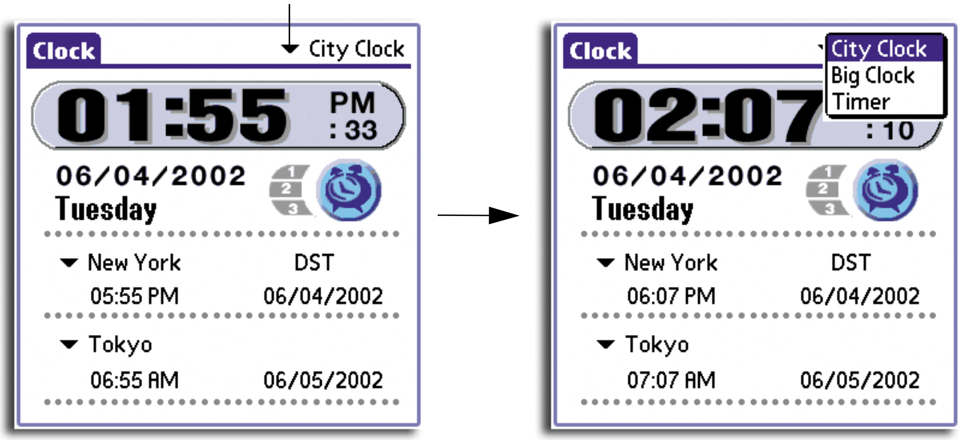
Clock modes

Clock operates in three modes: City Clock, Big Clock and Timer, each one designed to suit a particular activity in your daily schedule.

To switch between Clock modes

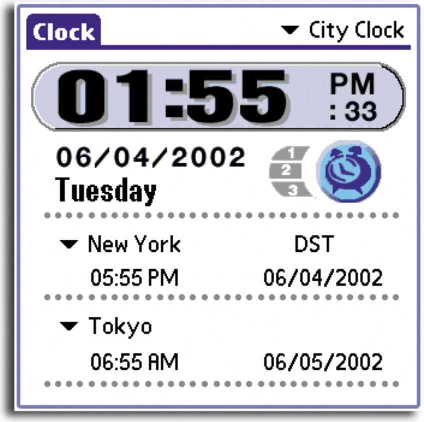
1 In the active Clock screen, tap the mode pick list on the upper-right corner to display the mode options.

Tap here.

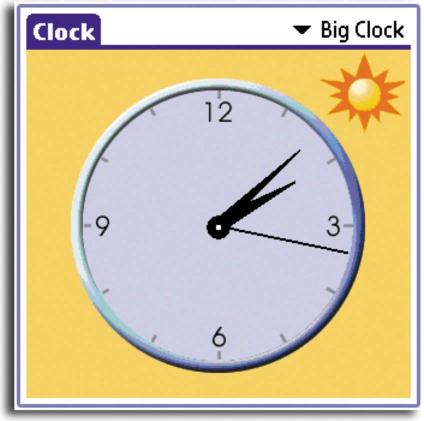

Clock
City Clock
01:55 PM :33
06/04/2002
Tuesday
New York DST
05:55 PM 06/04/2002
Tokyo
06:55 AM 06/05/2002
Clock
City Clock
Big Clock
Timer
02:07 :10
06/04/2002
Tuesday
New York DST
06:07 PM 06/04/2002
Tokyo
07:07 AM 06/05/2002

2 Select a Clock mode.

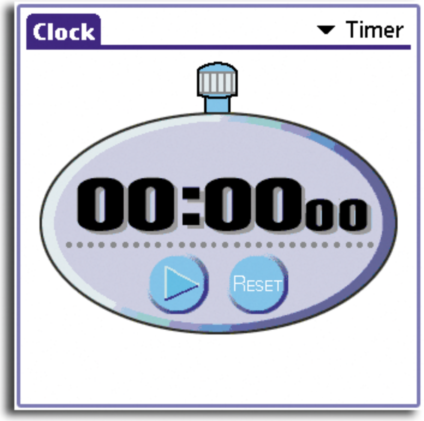
Clock shows the main screen of the selected mode.


Clock
City Clock
01:55 PM :33
06/04/2002
Tuesday
New York
DST
05:55 PM
06/04/2002
Tokyo
06:55 AM
06/05/2002

City Clock mode
main screen (default mode)


Clock
Big Clock
12
3
6
9

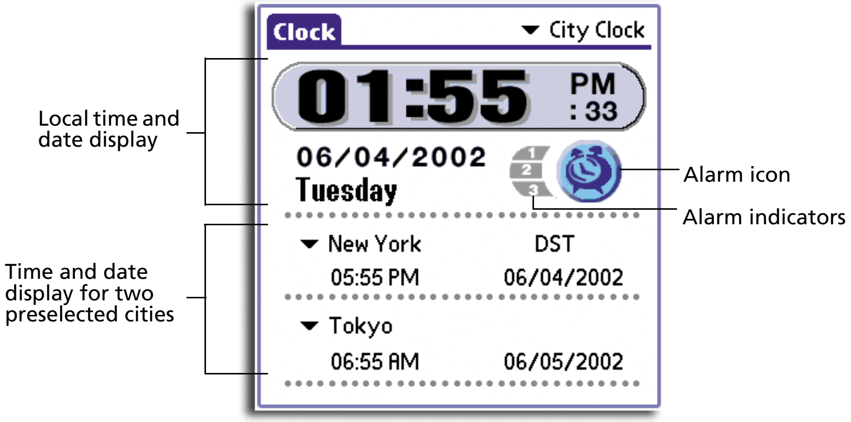
Big Clock mode
main screen


Clock
Timer
00:00 00
RESET

Timer mode
main screen

City Clock mode

City Clock serves three main functions: date and time display for a local city, date and time display for two other preselected cities (default: New York and Tokyo) and an alarm function.


Clock
City Clock
01:55
PM
: 33
06/04/2002
Tuesday
New York
DST
05:55 PM
06/04/2002
Tokyo
06:55 AM
06/05/2002
Local time and date display
Time and date display for two preselected cities
Alarm icon
Alarm indicators

Time display is in hh:mm:ss format. There are two possible display modes: 12H AM/PM (default) and 24H. Refer to "Preferences" on page 89 for more information.

Date display is shown in mm/dd/yyyy format. Current weekday is also shown.

You can set up to three alarm reminders. When an alarm reminder is set, the corresponding alarm indicator on the City Clock main screen is highlighted. Refer to "Alarm setting" on page 83 for more information.

Date and time display

The City Clock mode shows the date and time display for the local city. This is based on the current settings under the Date & Time panel of Preferences. Refer to page 242 for more information.

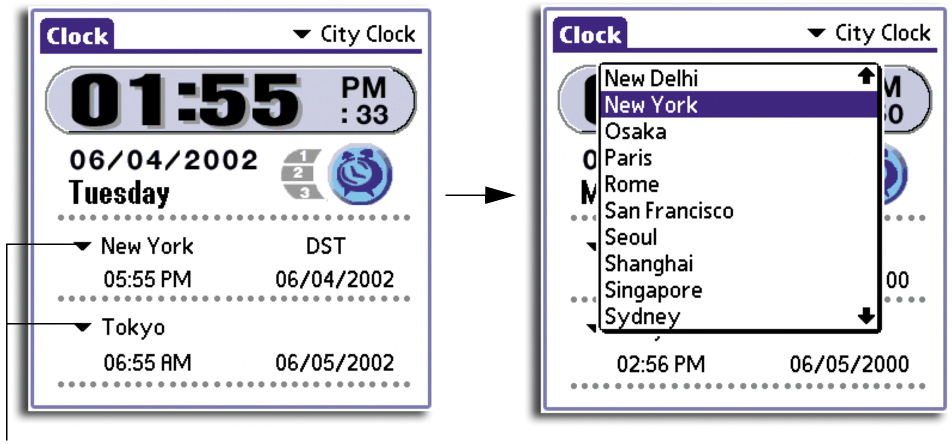
Display for two other preselected cities is also shown. By default, the date and time for New York and Tokyo is displayed.

Editing the city display and city list

You can select a different city to display, edit the details of a current city entry or add a new city to the current city list.

To change the preselected city display:

1. Tap the city pick list to display the available city options.
2. Tap the city you want to display.


Clock
City Clock
01:55 PM :33
06/04/2002
Tuesday
New York DST
05:55 PM 06/04/2002
Tokyo
06:55 AM 06/05/2002
New Delhi
New York
Osaka
Paris
Rome
San Francisco
Seoul
Shanghai
Singapore
Sydney
02:56 PM 06/05/2000

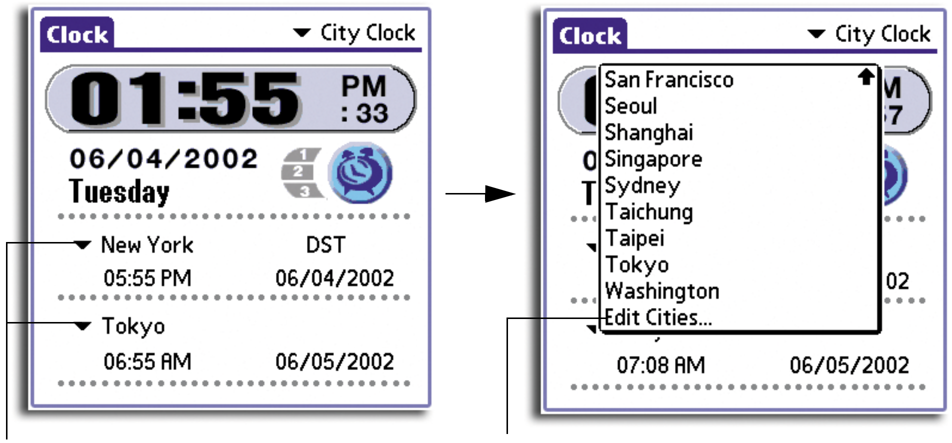
Tap a city pick list.

NOTE: When "DST" is visible, the displayed city has a preset Daylight Saving Time information.

To edit city details:

1 Tap a city pick list to display the current city list.

2 Select Edit Cities on the bottom of the city list to display the Edit Cities screen.

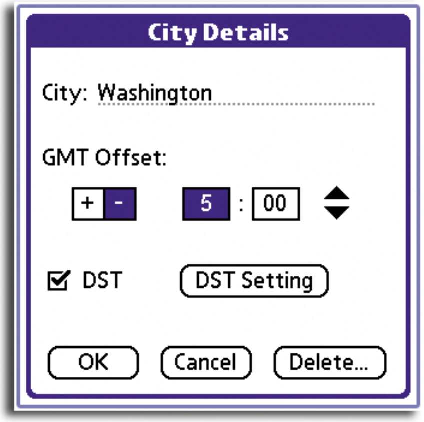

Clock
City Clock
01:55 PM :33
06/04/2002
Tuesday
New York DST
05:55 PM 06/04/2002
Tokyo
06:55 AM 06/05/2002
San Francisco
Seoul
Shanghai
Singapore
Sydney
Taichung
Taipei
Tokyo
Washington
Edit Cities...
07:08 AM 06/05/2002

Tap a city pick list.

Tap here.

3 In the Edit Cities screen, tap the city entry you want to edit.

The City Details screen for the selected entry appears.



City Details

City: Washington

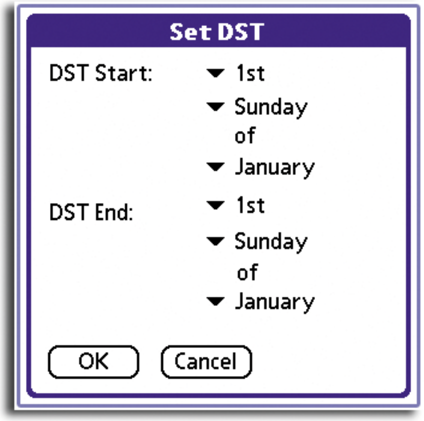
GMT Offset:

+ - 5 : 00

☑ DST

4 Edit the city details.

City	Defines the city name.
GMT Offset	Defines the GMT (Greenwich Mean Time) offset value. The first number frame represents the hour value from 1 to 12. The second number frame represents the minute value. Tap the individual frames then use the ⇕ control to set the values. Options include 00, 15, 30, and 45.
DST	Tap the check box to apply DST information (if available) to the selected city. If no DST information is available for the selected city, tapping the check box will automatically display the Set DST screen.
DST	Tap the check box to apply DST information (if available) to the selected city. If no DST information is available tapping the check box will automatically display the Set DST screen.
DST Setting	Tap to define the DST settings. Follow the steps below: 1 Tap DST Setting to display the Set DST screen.



Set DST

DST Start: 1st Sunday of January

DST End: 1st Sunday of January

2 Tap the pick lists to define the DST information.
3 Tap OK.

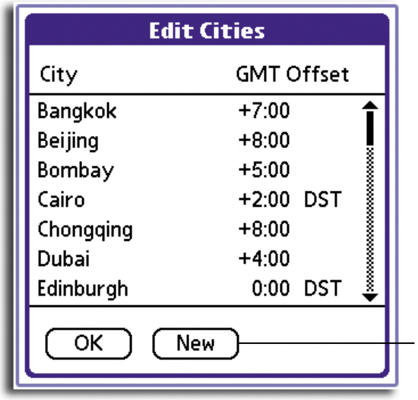
5 Tap OK on the City Details screen to apply the new city settings.

To add a new city to the current city list:

1 Tap a city pick list to display the current city list.

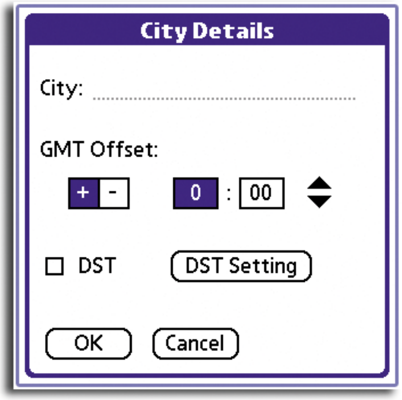
2 Select Edit Cities on the bottom of the city list to display the Edit Cities screen.

3 In the Edit Cities screen, tap New to display a blank City Details screen.


Edit Cities
OK
New

City	GMT Offset
Bangkok	+7:00
Beijing	+8:00
Bombay	+5:00
Cairo	+2:00 DST
Chongqing	+8:00
Dubai	+4:00
Edinburgh	0:00 DST

Tap here.

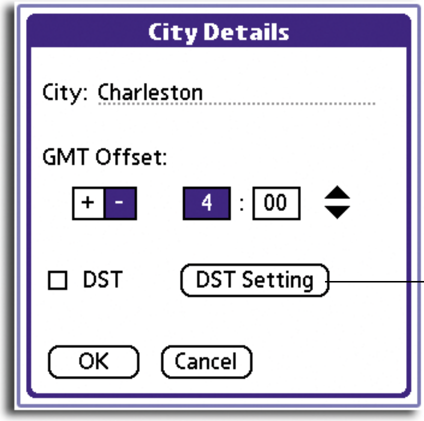

City Details
City:
GMT Offset:
+
-
DST
DST Setting
OK
Cancel

GMT Offset: 0 : 00

☐ DST

4 Define the detail settings for the new city entry.

You can tap DST Setting to define DST information for the new city entry.


City Details
+
-
DST Setting
OK
Cancel

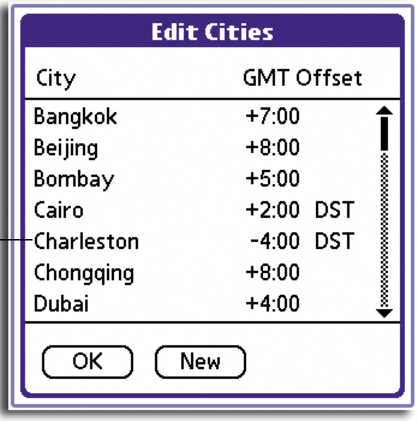
City: Charleston

GMT Offset: - 4 : 00

☐ DST

Tap here to set DST information.

5 Tap OK on the City Details screen to add the new city to the current city list.


Edit Cities
OK
New

City	GMT Offset
Bangkok	+7:00
Beijing	+8:00
Bombay	+5:00
Cairo	+2:00 DST
Charleston	-4:00 DST
Chongqing	+8:00
Dubai	+4:00

New city entry

6 Tap OK on the Edit Cities screen to revert to the City Clock main screen.

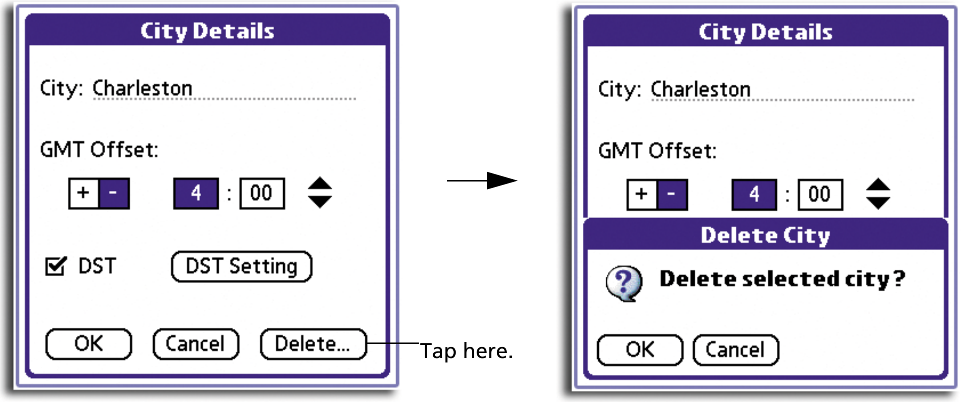
To delete a city from the current city list:

1 Tap the city pick list to display the current city list.

2 Select Edit Cities on the bottom of the city list to display the Edit Cities main screen.

3 Tap the city entry you want to delete.

4 Tap Delete to display the Delete City dialog box.


City Details
+
-
DST Setting
OK
Cancel
Delete...
City Details
+
-
Delete City
OK
Cancel

City: Charleston

GMT Offset: - 4 : 00

☑ DST

Tap here.

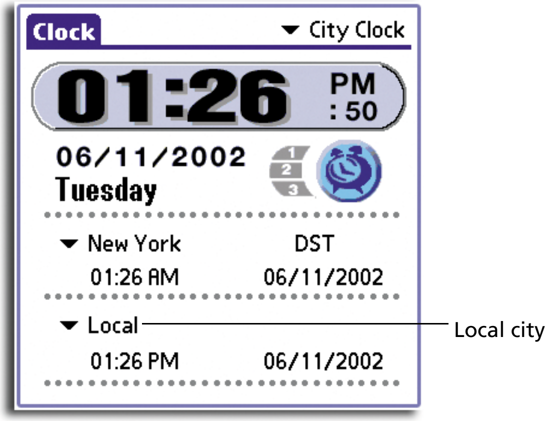
City: Charleston

GMT Offset: - 4 : 00

Delete selected city?

5 Tap OK.

If the city deleted is one of the two current preselected cities in the City Clock main screen, the deleted city will be replace by the local city defined in the system preferences settings.



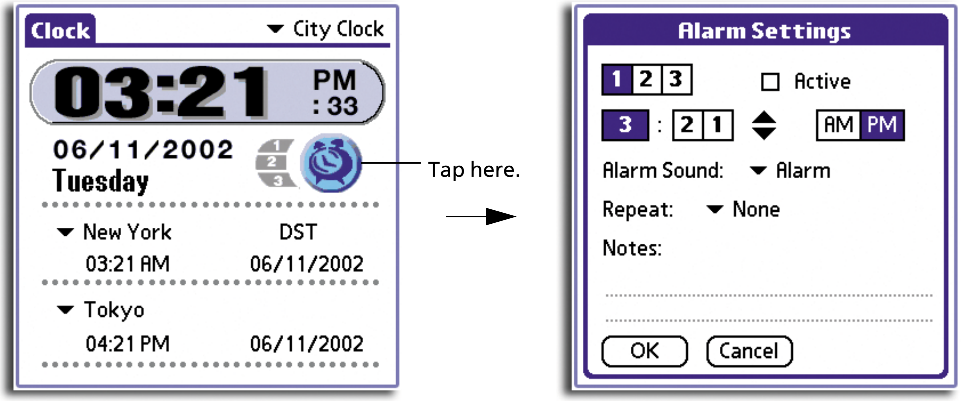
Clock ▾ City Clock
01:26 PM : 50
06/11/2002
Tuesday
▾ New York DST
01:26 AM 06/11/2002
▾ Local
01:26 PM 06/11/2002

Alarm setting

City Clock enables you to set an alarm to remind you of scheduled activities.

To set an alarm

1 In the City Clock main screen, tap the Alarm icon to display the Alarm Settings screen.



Clock ▾ City Clock
03:21 PM : 33
06/11/2002
Tuesday
▾ New York DST
03:21 AM 06/11/2002
▾ Tokyo
04:21 PM 06/11/2002

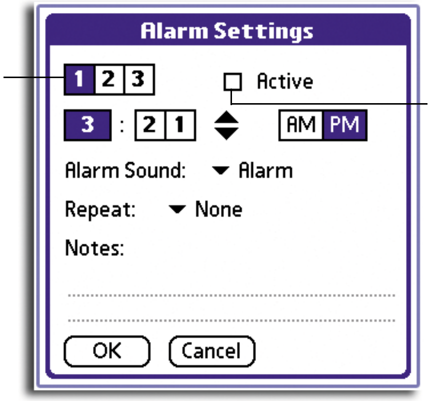
Alarm Settings
1 2 3 ☐ Active
3 : 2 1 AM PM
Alarm Sound: ▾ Alarm
Repeat: ▾ None
Notes:

2 Define the alarm settings as follows:

Alarm indicator

Set the code for the alarm reminder. Follow the steps below:

1 Tap a number frame to set the alarm indicator.
2 Tap the Active check box to enable it.



☐ Active

Alarm Sound: Alarm

Repeat: None

Notes:

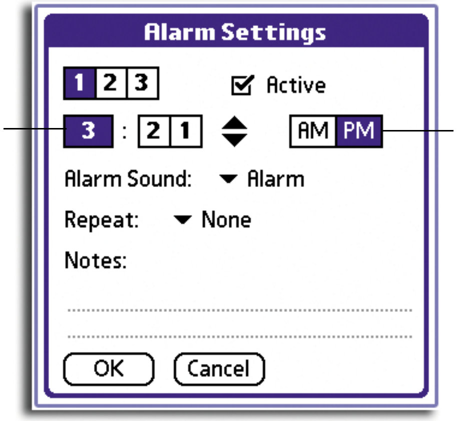
Tap here to select the alarm indicator.

Tap here to activate the alarm indicator.

Alarm time

Define when the alarm will be activated. Follow the steps below:
1 Tap the number frame then use the ⬍ control to set the values.
The first number frame represents the hour value (1 to 12). The second and third number frame represents the minute options.

2 If the active time display format is 12H, tap an option from the AM/PM setting.



☑ Active

Alarm Sound: Alarm

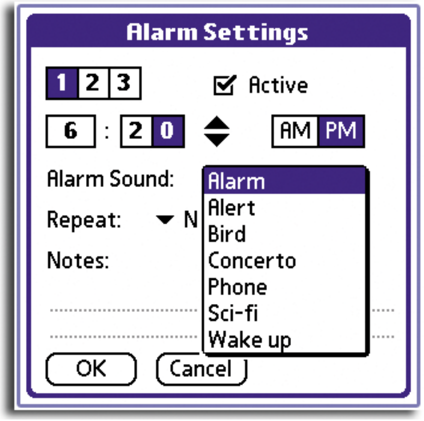
Repeat: None

Notes:

Tap the hour /minute frames to set alarm time.

If applicable, select an AM/PM option.

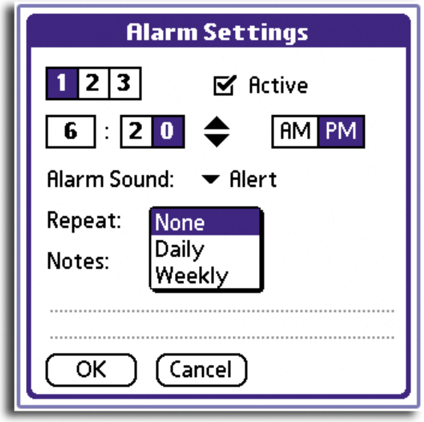
Alarm Sound Define the background sound to use when alarm is activated. Tap the pick list to display the options which include Alarm, Alert, Bird, Concerto, Phone, Sci-Fi, and Wake-up.


Alarm Settings
1 2 3
☑ Active
6 : 2 0
AM PM
Alarm Sound:
Alarm
Alert
Bird
Concerto
Phone
Sci-fi
Wake up
Repeat: N
Notes:
OK
Cancel

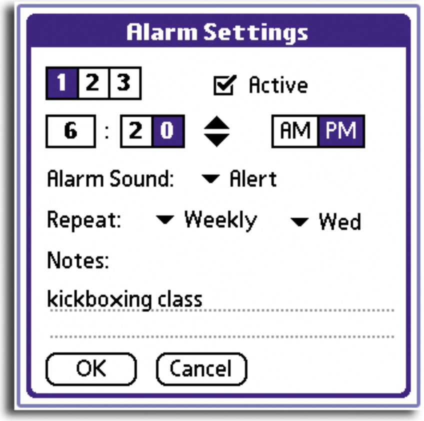
NOTE: You can install MIDI files in your handheld that you can use as an alarm sound. To install MIDI files, follow the instructions on the "To install add-on applications on your handheld" section on the Acer s50 and s60 Handhelds Quick Guide.

Repeat Define how often will the alarm be activated.
Tap the pick list to display the options which include:

- **None**. The alarm will only be activated once.
- **Daily**. The alarm will be activated everyday.
- **Weekly**. The alarm will be activated once every week based on the selected weekday.


Alarm Settings
1 2 3
☑ Active
6 : 2 0
AM PM
Alarm Sound: Alert
Repeat:
None
Daily
Weekly
Notes:
OK
Cancel

Notes Enter a brief description about the alarm reminder. This description will appear on the Reminder page when the alarm is activated.



☑ Active

6 : 2 0 PM

Alarm Sound: Alert

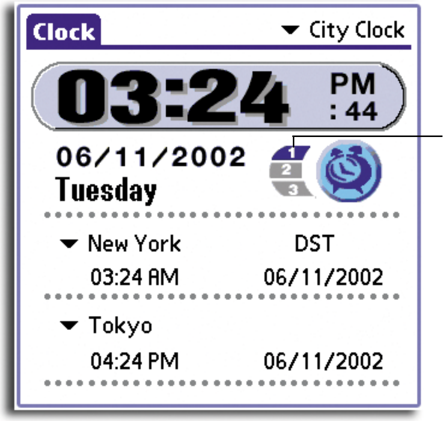
Repeat: Weekly Wed

Notes:

kickboxing class

NOTE: Refer to "6 Using the Attention Manager" on page 173 for more information on the Reminder page.

3 Tap OK.



03:24 PM :44

06/11/2002
Tuesday

New York DST
03:24 AM 06/11/2002

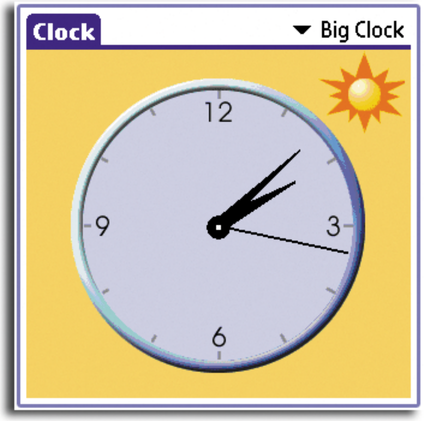
Tokyo
04:24 PM 06/11/2002

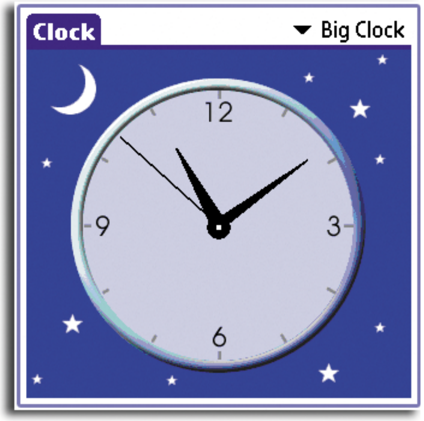
The set alarm reminder is denoted by a highlighted indicator on the City Clock main screen.

Big Clock mode

The large time display in Big Clock mode makes it the mode of choice for those who prefer the visual manner of displaying time. The three pointers—hours, minutes and seconds, function just like a physical clock or watch.

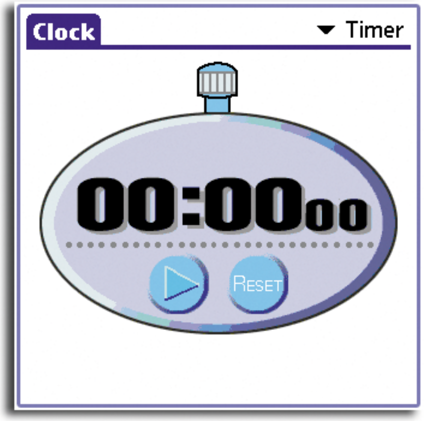
Depending on the time of the day, this mode also displays a background picture: a bright, sunny scene from 06:00:00 to 17:59:59, and a starry, moonlit skyscape from 18:00:00 to 05:59:59.





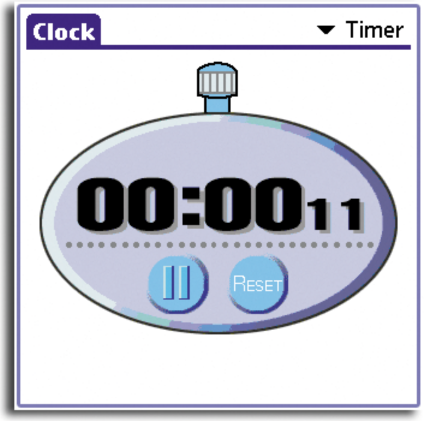
Timer mode

In Timer mode, you can use your handheld as a stopwatch to measure time span for time-critical events such as a sports competition, a time-balancing experiment (or even in monitoring that east-to-west overseas call to your loved ones. Mind that phone bill please!). Time display is shown in hh:mm:ss format.



To work in Timer mode

1 Tap ▶ to start timing an event. The timer will start to count and the button will changed to ⏸.


Clock
Timer
00:00 11
RESET

2 Tap Reset to stop and reset the timer.

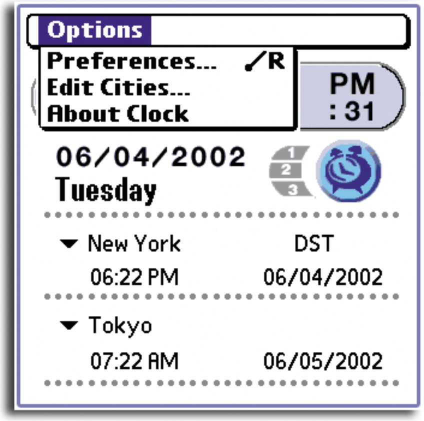
Clock menu

The Clock menu shown here is for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

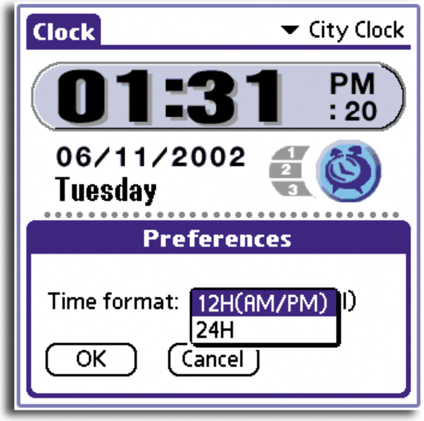
Clock has one only menu: Options.

For information on how to open and use menus, refer to "Using menus and menu commands" on the Acer s50 and s60 Handhelds Quick Guide.

Options menu


Options
Preferences... ⁄R
Edit Cities...
About Clock
PM
: 31
06/04/2002
Tuesday
1
2
3
New York
DST
06:22 PM
06/04/2002
Tokyo
07:22 AM
06/05/2002

Preferences



Time format. Defines the time display format for City Clock mode. Follow the steps below:
1 Tap the pick list to display the format options which include:

- 12H (AM/PM)
- 24H

2 Tap OK.

Using AudioBox

AudioBox lets you to play your favorite MP3 files saved in a *Memory Stick*.

You can listen to AudioBox tracks either through your Acer s60's built-in speaker or through an earphone (included in the package contents) you connect to the earphone jack found on of your handheld.

NOTE: You cannot use the both the earphone jack and the internal speaker at the same time. Using one will disable the other.

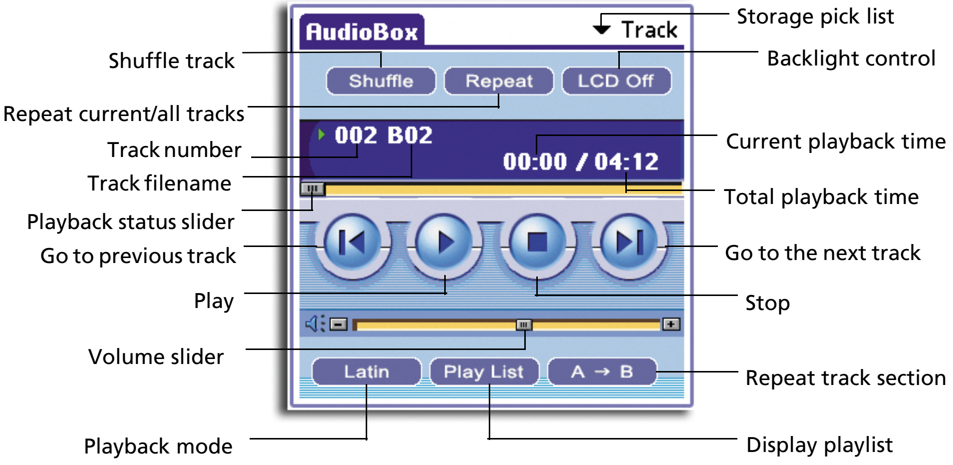
Refer to "Front panel" on the Acer s50 and s60 Handhelds Quick Guide for the location of the earphone jack and internal speaker.

Copying MP3 files into a *Memory Stick*

1 On your computer, click *Start* > *Programs* > *Palm Desktop* > *Install Tool.*
2 In the User drop-down list, select the user name that refers to your handheld.
3 Click Add to display the Open window.
4 Browse for then select the for the MP3 file(s) you want to copy.
5 Click Open.
The file appears in the Install Tool dialog box.
6 Click Done.
7 Perform a HotSync operation with a *Memory Stick* installed in your handheld.

The MP3 file(s) you selected will be copied to the *Memory Stick* under the MP3 folder.

AudioBox main screen


AudioBox
Track
Shuffle
Repeat
LCD Off
002 B02
00:00 / 04:12
Latin
Play List
A → B
Storage pick list
Shuffle track
Backlight control
Repeat current/all tracks
Track number
Current playback time
Track filename
Total playback time
Playback status slider
Go to previous track
Go to the next track
Play
Stop
Volume slider
Repeat track section
Playback mode
Display playlist

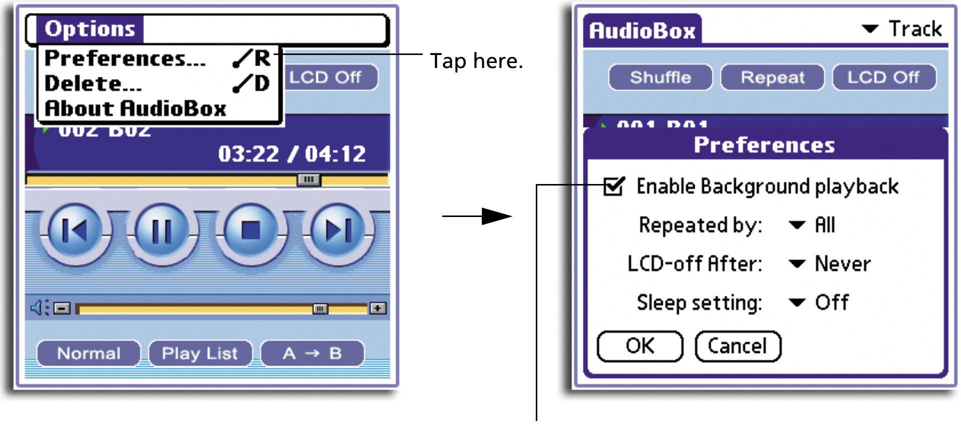
Background playback

When the Background Playback function is enabled, AudioBox continues to play the selected tracks even after you press the Multi-function button (set as a Back button) or tap the Applications icon 🏠 or press any of the application buttons on the handheld's front panel.

NOTE: When the Background Playback function is disabled, pressing any of the application buttons will terminate the AudioBox operation and launch the application assigned to the pressed button.

To enable background playback

1. Tap the Menu icon ☰ then tap Preferences from the Options menu.
2. Select the Background Playback check box.


Options
Preferences... ⁄R
Delete... ⁄D
About AudioBox
LCD Off
002 B02
03:22 / 04:12
Normal
Play List
A → B
AudioBox
Track
Shuffle
Repeat
LCD Off
001 B01
Preferences
OK
Cancel

Tap here.

☑ Enable Background playback
Repeated by: All
LCD-off After: Never
Sleep setting: Off

Select check box.

3 Tap OK.

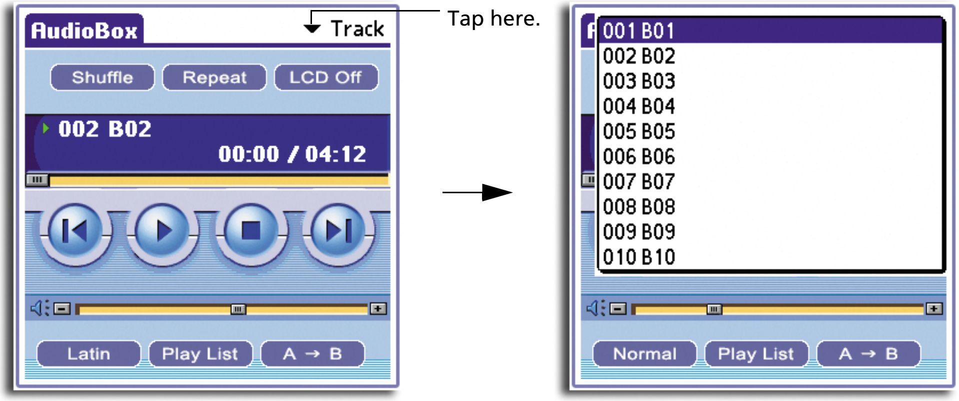
AudioBox functions

The smartly-designed user interface of AudioBox provides all the standard functions of a dedicated MP3 player built into your Acer s60.

To select a track to play

1 In the AudioBox main screen, tap the Track pick list to display the available tracks in the *Memory Stick*.

The track number and track filename are displayed on the list.


AudioBox
Track
Shuffle
Repeat
LCD Off
002 B02
00:00 / 04:12
Latin
Play List
A → B
001 B01
002 B02
003 B03
004 B04
005 B05
006 B06
007 B07
008 B08
009 B09
010 B10
Normal
Play List
A → B

Tap here.

2 Tap a track to select it for playback.

To play a selected track

1 Select a track to play. Refer to the procedure in the preceding section.

2 Tap ▶ to start playing the track.

While in playback mode, image changes to ⏸ indicating pause mode and the LED indicator flashes red. You can drag the playback status slider to rewind or fast-forward the track. If you tap the Applications icon ⌂ while in pause mode, AudioBox will automatically be terminated.

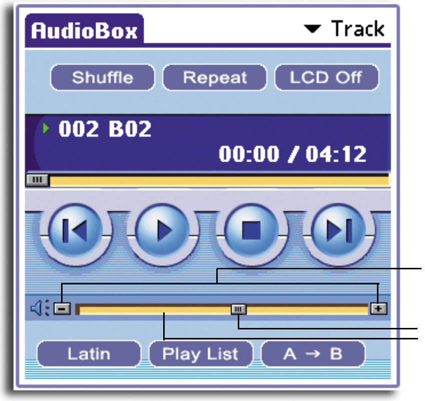
During playback, tap:

- ⏮ to go back to the previous active track on the playlist.
- ⏭ to skip to the next active track on the playlist.
- **Shuffle** to play the tracks in random order.
- **Repeat** to repeat playback of the active track or the whole playlist. Refer to "Preferences" under the Options menu on page 96 for more information on how to configure this function.
- **LCD off** to turn off the backlight during playback. To turn the backlight on, press any of the hardware buttons.

To adjust the volume

Do one of the following:

- Tap on the volume bar.
- Drag the volume slider.
- Tap the (+) and (-) buttons.



Tap the volume buttons.

Drag the volume slider.

Tap on the volume bar.

- When the AudioBox main screen is active, press the scroll buttons on the front panel.

To set the playback mode:

- During playback, tap the Playback Mode button.

  Mode display changes every time you tap the button. Mode options include Normal (default), Rock, Latin, Dance, and Jazz.

To repeat a section of the active track:

1. During playback, tap **A→B** to select the starting point of the track section to be repeated.
2. Tap **A→B** again to select the end point of the track section to be repeated.

   The selected section would then be repeatedly played until **A→B** is tap again.

To stop playback:

Do one of the following:

- Tap ■.
- Press the power button. AudioBox is relaunched when you turn your Acer s60 back on.

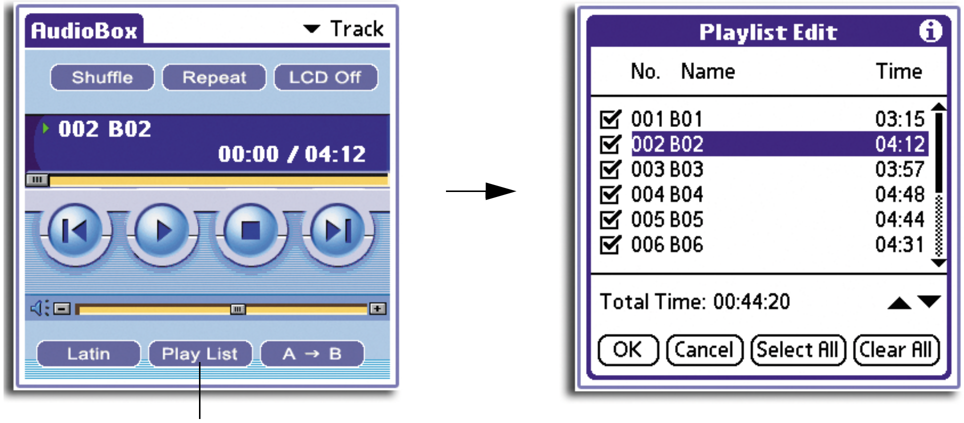
AudioBox playlist

The playlist displays the track information of all the available MP3 files stored in the *Memory Stick*.

To display the playlist

- In the AudioBox main screen, tap the Playlist button.

  The Playlist Edit screen from the most recent AudioBox session appears. The screen displays the track number, title and corresponding playback time of all available MP3 files. In the lower part of the screen, the total playback time of the whole playlist is indicated.



	No. Name	Time
☑	001 B01	03:15
☑	002 B02	04:12
☑	003 B03	03:57
☑	004 B04	04:48
☑	005 B05	04:44
☑	006 B06	04:31

Total Time: 00:44:20

Tap here.

NOTE: A maximum of six track entries will be displayed per frame. Tap the scroll bar on the right side of the screen to view the whole playlist.

You can do any of the following in the Playlist Edit screen:

- Select a track to play.

  Tap the check box before each entry to include that track in the next playback session.

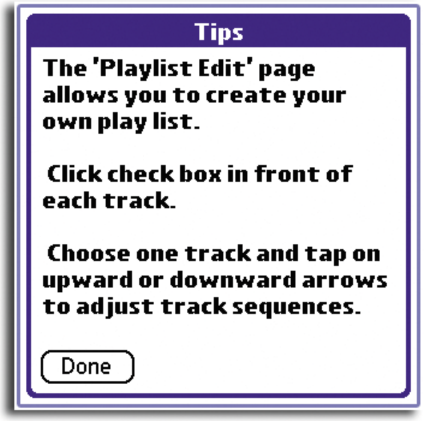
  If it is the first time that a *Memory Stick* is used for an AudioBox session, all tracks are automatically selected.
- Rearrange the order b y which the selected tracks will be played.

  Select a track then tap ▲ or ▼ to move it up or down the playlist. Rearranging the tracks will not change the track number.

NOTE: When the selected entry is the first one on the list, ▲ is disabled. In the same manner, when the selected entry is last on the list, ▼ is also disabled.

- Tap Select All to activate all tracks for playback.
- Tap Clear All button to deactivate all tracks for playback.

Tapping the Tips icon ⓘ will display the screen below.



The 'Playlist Edit' page allows you to create your own play list.

Click check box in front of each track.

Choose one track and tap on upward or downward arrows to adjust track sequences.

To revert to the AudioBox main screen, tap Done.

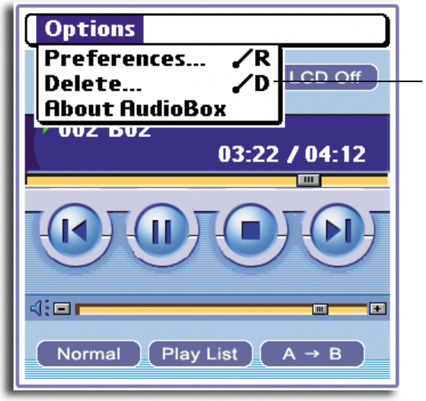
Deleting MP3 files

You have the option of deleting MP3 files from a *Memory Stick* to free up space in the card.

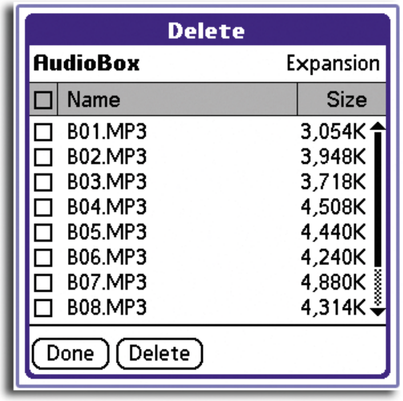
To delete files

1 Tap the Menu icon.

2 From the Options menu, tap Delete to display the Delete screen.


Options
Preferences... ⁄R
Delete... ⁄D
About AudioBox
LCD Off
002 B02
03:22 / 04:12
Normal
Play List
A → B

Tap here.


Delete
AudioBox
Expansion
Done
Delete

☐ Name	Size
☐ B01.MP3	3,054K
☐ B02.MP3	3,948K
☐ B03.MP3	3,718K
☐ B04.MP3	4,508K
☐ B05.MP3	4,440K
☐ B06.MP3	4,240K
☐ B07.MP3	4,880K
☐ B08.MP3	4,314K

The Delete screen displays the filename and file size of all MP3 files stored in the *Memory Stick*.

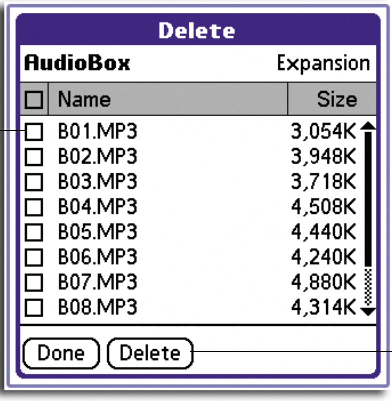
3 Tap the check box before each filename to select that MP3 file for deletion.

When playback mode is active, the currently playing track is automatically selected in the Delete screen.

TIP: Tap the check box on the header bar to select all MP3 files for deletion.

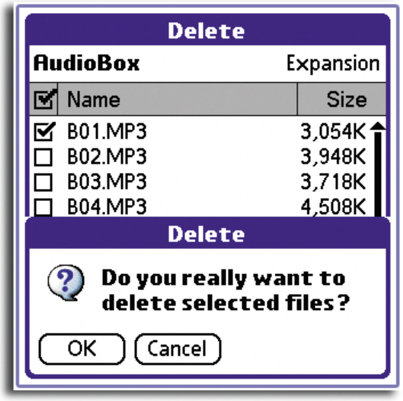
4 Tap the Delete button.

A confirmation dialog box appears.


Delete
AudioBox
Expansion
Done
Delete

☐ Name	Size
☐ B01.MP3	3,054K
☐ B02.MP3	3,948K
☐ B03.MP3	3,718K
☐ B04.MP3	4,508K
☐ B05.MP3	4,440K
☐ B06.MP3	4,240K
☐ B07.MP3	4,880K
☐ B08.MP3	4,314K

Tap here.


Delete
AudioBox
Expansion
Delete
OK
Cancel

☑ Name	Size
☑ B01.MP3	3,054K
☐ B02.MP3	3,948K
☐ B03.MP3	3,718K
☐ B04.MP3	4,508K

Do you really want to delete selected files?

Tap a check box to select
a file for deletion.

5 Tap OK to confirm file deletion.

After deletion, the playlist will automatically be updated.

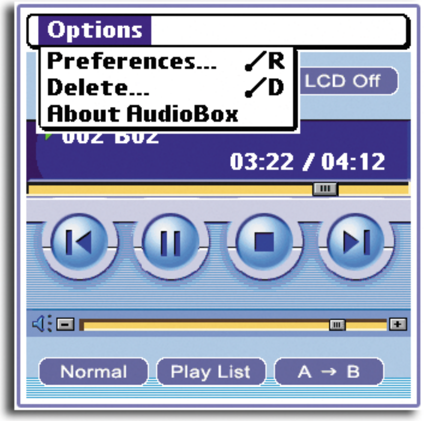
6 Tap Done to revert to the AudioBox main screen.

AudioBox menu

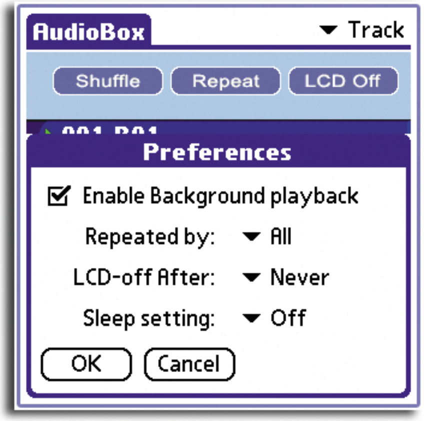
The AudioBox menu shown here is for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

AudioBox has only one menu: Options.

Options menu


Options
Preferences... /R
Delete... /D
About AudioBox
LCD Off
002 B02
03:22 / 04:12
Normal
Play List
A → B

Preferences


AudioBox
Track
Shuffle
Repeat
LCD Off
001 B01
Preferences
OK
Cancel

☑ Enable Background playback
Repeated by: All
LCD-off After: Never
Sleep setting: Off

- **Repeated by**. Set the repeat mode. Tap the pick list to display options. Options include:
  - **All**. The whole active playlist will be played repeatedly until the Repeat button is tapped again.
  - **One**. The current track will be played repeatedly until the Repeat button is tapped again.

- **LCD Off After**. To minimize battery consumption, it is advisable to turn off the LCD backlight during playback mode.

  Tap the pick list to display the time interval options. Options include:

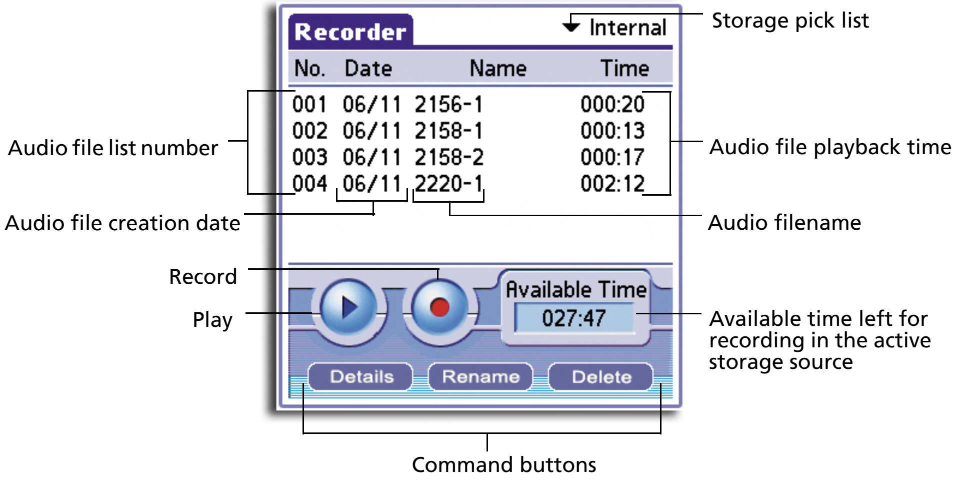
  - **Never**. The LCD backlight will remain on all throughout the playback period. This setting consumes the most battery energy.
  - **1/2/3 minutes**. The LCD backlight automatically turns off after the set interval time.
- **Sleep setting**. Sets the number of minutes before AudioBox automatically turns off. Options include 15 minutes, 30 minutes and 60 minutes.

Using Recorder

Recorder allows you to conveniently record audio files whenever and wherever you need to. This application is especially useful when you need to record notes when jotting them down is not as efficient (or convenient for that matter especially if you don't have a pen at hand) as in the case of a large number of figures or highly-detailed procedures.

Recorder main screen

When Recorder is launched by tapping the Recorder icon in the Multimedia category of Applications Launcher, the Recorder main screen appears displaying a list of available audio files in the active storage medium.


Recorder
Internal
Details
Rename
Delete
Storage pick list
Audio file list number
Audio file playback time
Audio file creation date
Audio filename
Record
Play
Available time left for recording in the active storage source
Command buttons

No.	Date	Name	Time
001	06/11	2156-1	000:20
002	06/11	2158-1	000:13
003	06/11	2158-2	000:17
004	06/11	2220-1	002:12

Available Time
027:47

Storage media

In saving recorded audio or in playing audio files, Recorder provides two storage media:

	Recording mode	Playback mode
• Internal	Recorded audio will be saved in the handheld's internal memory in .pdb format	Will play back .pdb files stored in the handheld's internal memory
• Expansion	Recorded audio will be saved in the a *Memory Stick* in MP3 format	Will play back MP3 files stored in a *Memory Stick*

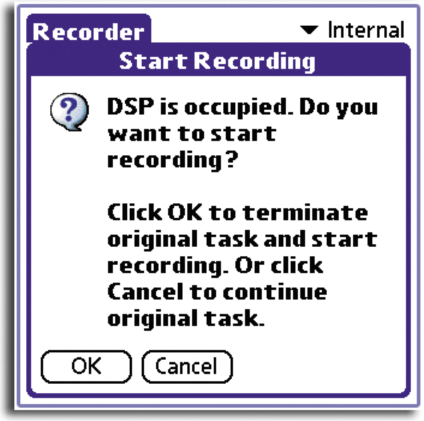
Audio recording function

You have two options to activate the Record function and start recording audio.

- Under the Multimedia category of Applications Launcher, tap the Recorder icon , then on the Recorder main screen tap .
- Use the Multi-function button (set to Record function).

  Refer to "Rear panel" on the Acer s50 and s60 Handhelds Quick Guide for the location of the Multi-function button.

Before Recording mode is initialized, Recorder checks if the DSP (Digital Signal Processing) chipset is available. If it is being used by another application, the warning message below appears.



Start Recording

DSP is occupied. Do you want to start recording?

Click OK to terminate original task and start recording. Or click Cancel to continue original task.

In the warning message box, you can either:

- Tap OK to terminate the application currently using the DSP. This will start Recording mode, or
- Tap Cancel to continue with the original DSP task. The Recorder main screen will be shown.

NOTE: This DSP-related error also occurs when Playback mode is activated while the DSP chipset is occupied by another application.

During Recording mode:

- The scroll buttons and the Graffiti area are disabled; the LED indicator flashes red.
- If the Background Recording function is enabled, pressing any of the application buttons will launch another application with the recording mode still active on the background.
- If the Background Recording function is disabled, pressing any of the application buttons will stop recording and terminate the Recorder operation. Recorded audio will automatically be saved to the active storage medium.

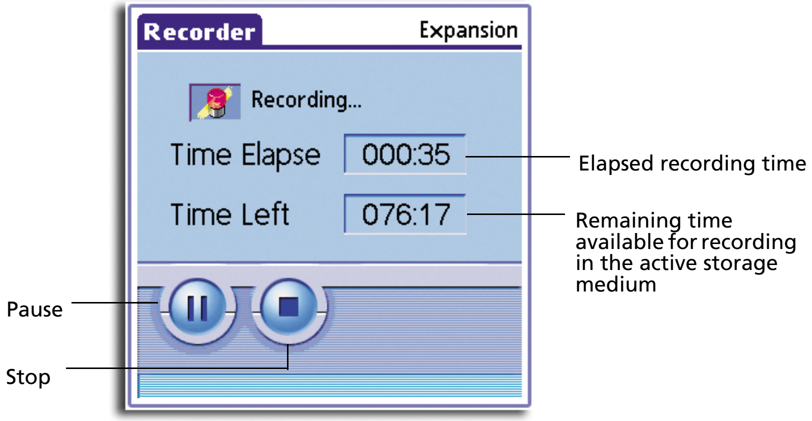
To start recording using the Record button

1 In the Recorder main screen, tap the Storage pick list and select a storage medium.

When Expansion is selected when no *Memory Stick* is available, recorded audio will automatically be saved to the handheld's internal memory.

2 In the Recorder main screen, tap ◉.

The Recorder status screen appears. The same screen appears when Recording mode is activated via the Multi-function button.



Recorder Expansion

Recording...

Time Elapse 000:35

Time Left 076:17

Elapsed recording time

Remaining time available for recording in the active storage medium

Pause

Stop

The available recording time should be more than 10 seconds to start/continue with the recording.

To start recording using the Multi-function button

Before performing the steps below, make sure that the Multi-function button is configured to perform the Record function. Refer to "To configure the function of the Multi-function button" on page 234 for instructions.

1 Press and hold the Multi-function button until a beep is heard.

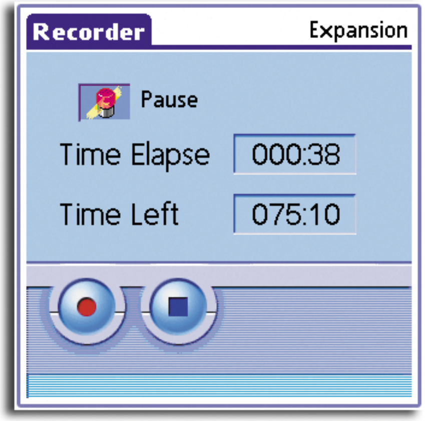
2 Release the Multi-function button to start recording.

The Recording status screen appears.

3 Press the Multi-function button again to stop recording.

To pause Recording:

- Tap ⏸. Button image changes to ⏺, LED indicator stops blinking, and status shows Pause.



Recorder Expansion

Pause

Time Elapse 000:38

Time Left 075:10

Tap ⏺ to continue with the recording.

To stop recording

- Press the power button.

  When you turn on your Acer s60, the Recorder main screen will again be displayed.

- Tap ⏹ or press the Multi-function button.

  The screen reverts to the Recorder main screen.

The recorded audio will automatically be saved to the active storage medium.

Audio playback function

The Playback function allows you to play audio files, stored either in your Acer s60's internal memory or in a *Memory Stick*.

You can listen to your audio files either through your Acer s60's built-in speaker or through an earphone (included in the package contents) you connect to the earphone jack found on of your handheld.

NOTE: You cannot use the both the earphone jack and the internal speaker at the same time. Using one will disable the other.

Refer to "Front panel" on the Acer s50 and s60 Handhelds Quick Guide for the location of the earphone jack and internal speaker.

During Playback mode:

- The Graffiti writing area is disabled and the LED indicator flashes red.
- Tapping any of the application buttons will stop playback and terminate the Recorder operation. Application assigned to the pressed button will be launched.

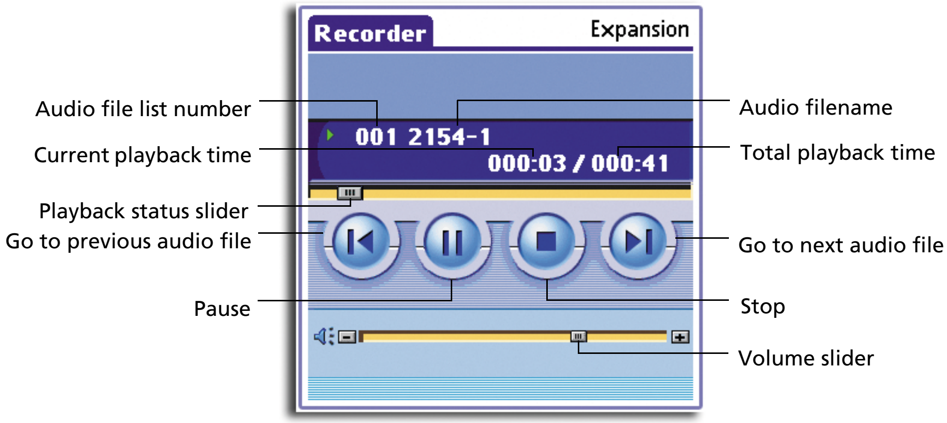
- Pressing the scroll buttons will increase/decrease playback volume.
- Pressing the Multi-function button configured to perform Record function will not have any effect on the playback status.
- Pressing the Multi-function button configured to perform Back function will stop playback. Screen shifts back to the Recorder main screen.

To start audio playback

1 From the Recorder main screen, select the audio file you want to play.

2 Tap ▶.

The Playback status screen appears displaying the following information:

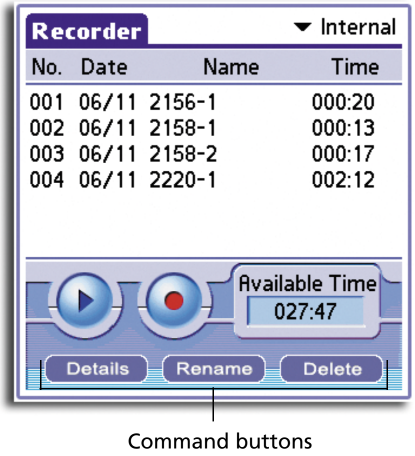

Recorder
Expansion
Audio file list number
Current playback time
Playback status slider
Go to previous audio file
Pause
Audio filename
Total playback time
Go to next audio file
Stop
Volume slider

001 2154-1
000:03 / 000:41

For instructions on how to work in Playback mode, refer to "AudioBox functions" on page 91.

Recorder command buttons

The command buttons on the Recorder main screen allow you to view detailed information regarding the listed audio files; you can also rename or delete an audio file.

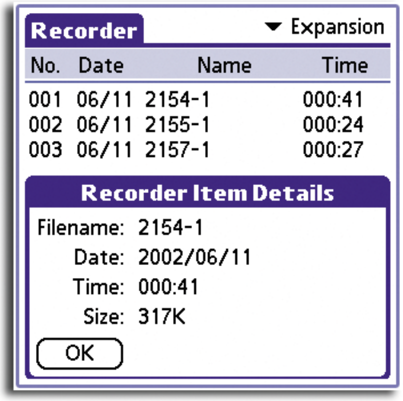

Recorder
▼ Internal
Details
Rename
Delete
Command buttons

No.	Date	Name	Time
001	06/11	2156-1	000:20
002	06/11	2158-1	000:13
003	06/11	2158-2	000:17
004	06/11	2220-1	002:12

Available Time
027:47

NOTE: You must first select an audio file before tapping any of the command buttons.

- **Details**. View detailed information regarding the selected audio file.

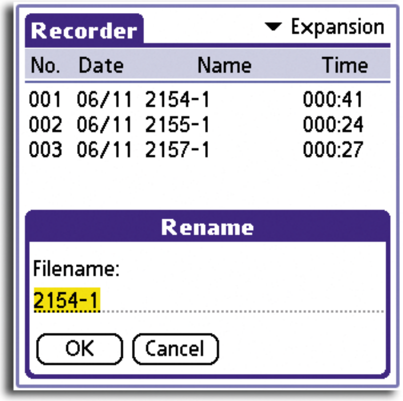

Recorder
Expansion
OK

No.	Date	Name	Time
001	06/11	2154-1	000:41
002	06/11	2155-1	000:24
003	06/11	2157-1	000:27

Recorder Item Details

Filename: 2154-1
Date: 2002/06/11
Time: 000:41
Size: 317K

- **Rename**. Modify the filename of the selected audio file.

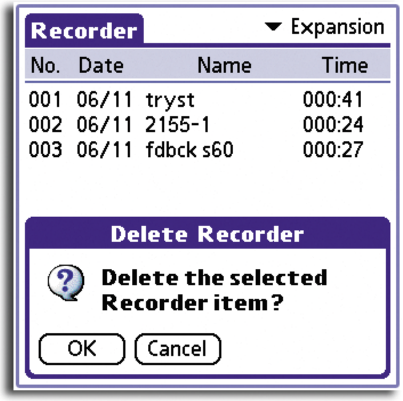

Recorder
Expansion
OK
Cancel

No.	Date	Name	Time
001	06/11	2154-1	000:41
002	06/11	2155-1	000:24
003	06/11	2157-1	000:27

Rename

Filename: 2154-1

- **Delete**. Delete selected audio file.


Recorder
Expansion
OK
Cancel

No.	Date	Name	Time
001	06/11	tryst	000:41
002	06/11	2155-1	000:24
003	06/11	fdbck s60	000:27

Delete Recorder

Delete the selected Recorder item?

File Manager

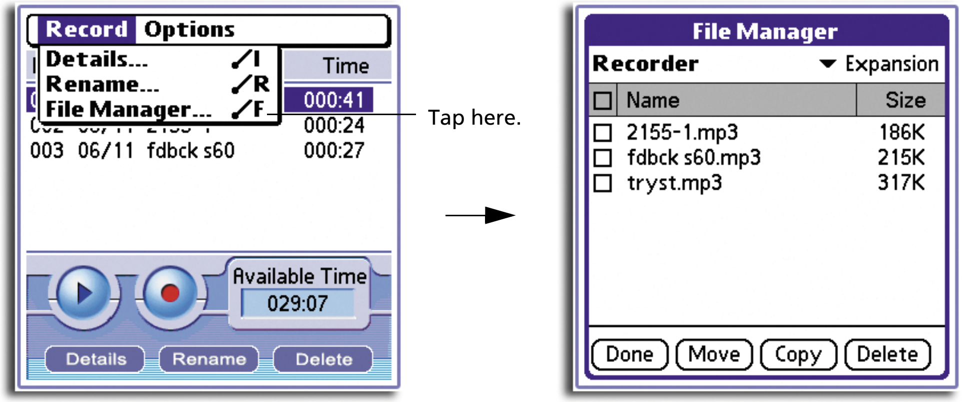
File Manager is one of the Record menu options. Using this feature, you'll be able to perform basic file management tasks.

To access File Manager

1 Tap the Menu icon ☰.

2 From the Record menu, tap File Manager.

The File Manager screen appears.



Record
Options
Details... ⁄I
Rename... ⁄R
File Manager... ⁄F
Time
000:41
000:24
003 06/11 fdbck s60 000:27
Available Time
029:07
Details
Rename
Delete
Tap here.
File Manager
Recorder
Expansion
Done
Move
Copy
Delete

☐ Name	Size
☐ 2155-1.mp3	186K
☐ fdbck s60.mp3	215K
☐ tryst.mp3	317K

File Manager command buttons

The File Manager command buttons allow you to move, copy or delete listed audio files. You must first select an audio file before tapping any of the command buttons.

To select a source storage medium, tap the pick list on the upper-right corner of the screen. Options include Internal and Expansion.

The Move and Copy commands are only available when there is an unlocked *Memory Stick*. Otherwise, buttons for these two commands are not visible in the File Manager screen.

Before moving or copying audio file(s) between the two storage options, Recorder will perform file conversion on the selected files. This means that file(s) to be moved or copied from the internal memory to a *Memory Stick* will be converted from .pdb to MP3 format. In a similar manner, file(s) to be moved or copied from a *Memory Stick* to the internal memory will be converted from MP3 to .pdb format.

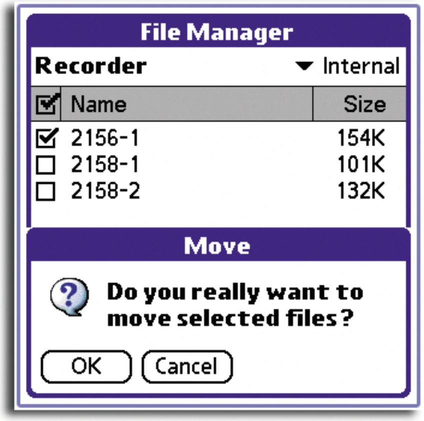
TIP: You can tap the check box on the header bar to select or deselect all listed files.

To move audio file(s):

1 Select the audio file(s) you want to move.

2 Tap Move.

3 Tap OK on the confirmation dialog box that appears.


File Manager
Recorder
Internal
Move
OK
Cancel

☑	Name	Size
☑	2156-1	154K
☐	2158-1	101K
☐	2158-2	132K

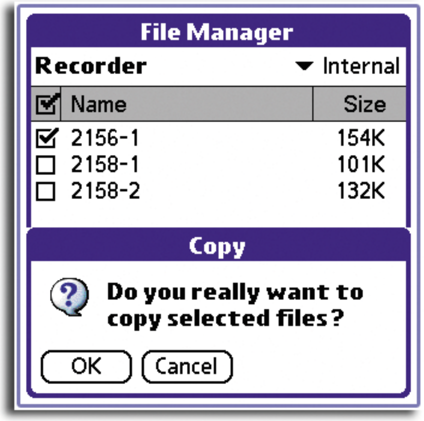
Do you really want to move selected files?

To copy audio file(s):

1 Select the audio file(s) you want to copy.

2 Tap Copy.

3 Tap OK on the confirmation dialog box that appears.


File Manager
Recorder
Internal
Copy
OK
Cancel

☑	Name	Size
☑	2156-1	154K
☐	2158-1	101K
☐	2158-2	132K

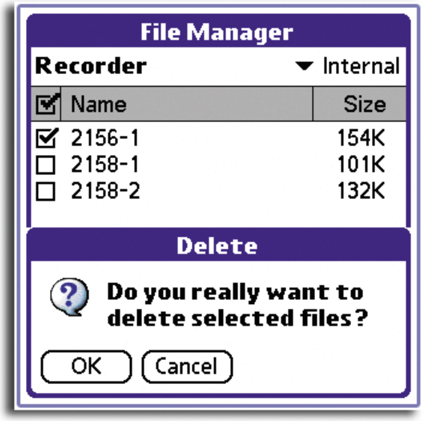
Do you really want to copy selected files?

To delete audio file(s):

1 Select the audio file(s) you want to delete.

2 Tap Delete.

3 Tap OK on the confirmation dialog box that appears.


File Manager
Recorder
Internal
Delete
OK
Cancel

☑ Name	Size
☑ 2156-1	154K
☐ 2158-1	101K
☐ 2158-2	132K

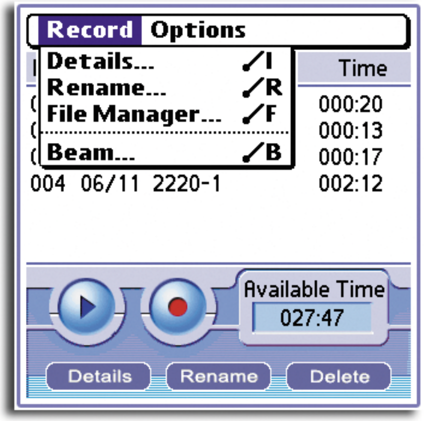
Do you really want to delete selected files?

Recorder menus

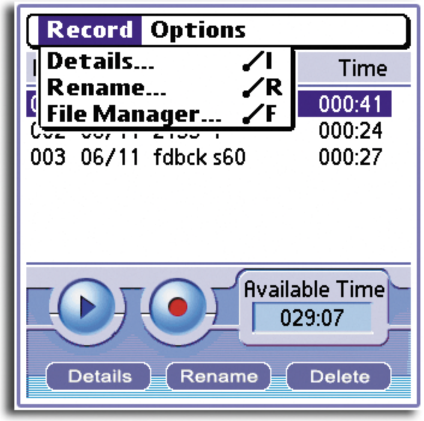
Recorder menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

The Recorder menu bar can only be displayed when you are in Recorder main screen. The menu bar is inaccessible during Recording or Playback mode. There are two menus available: Record and Options.

Record menu


Record
Options
Details... ⁄I
Rename... ⁄R
File Manager... ⁄F
Beam... ⁄B
Time
000:20
000:13
000:17
004 06/11 2220-1 002:12
Available Time
027:47
Details
Rename
Delete

Storage medium is Internal


Record
Options
Details... ⁄I
Rename... ⁄R
File Manager... ⁄F
Time
000:41
000:24
003 06/11 fdbck s60 000:27
Available Time
029:07
Details
Rename
Delete

Storage medium is Expansion

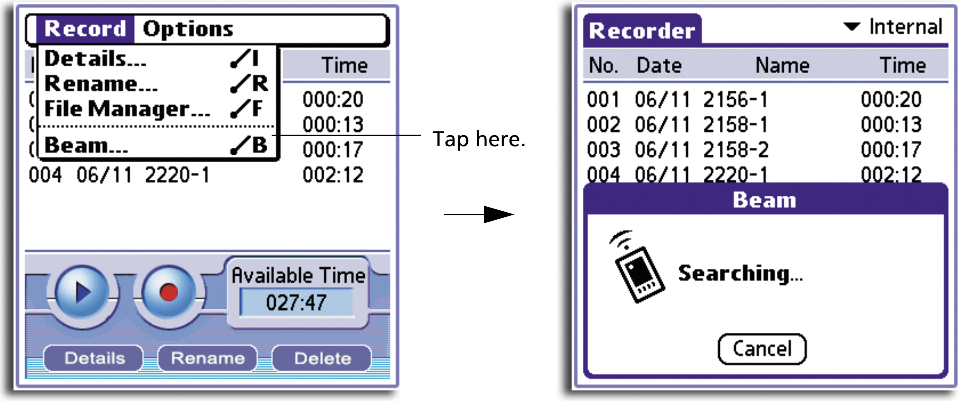
NOTE: The Rename and Delete menu commands perform the same function as their corresponding command buttons on the File Manager screen.

Beam. You can beam an audio file to another Palm OS-based, Acer handheld. This option is only applicable for audio files stored in the internal memory.

1 From the Recorder main screen, select the audio file you want to beam.

2 Tap the Menu icon ☰.

3 From the Record menu, tap Beam to display the Beam dialog box.


Record
Options
Details... ⁄I
Rename... ⁄R
File Manager... ⁄F
Beam... ⁄B
Time
000:20
000:13
000:17
004 06/11 2220-1 002:12
Available Time
027:47
Details
Rename
Delete
Recorder
Internal
Beam
Searching...
Cancel

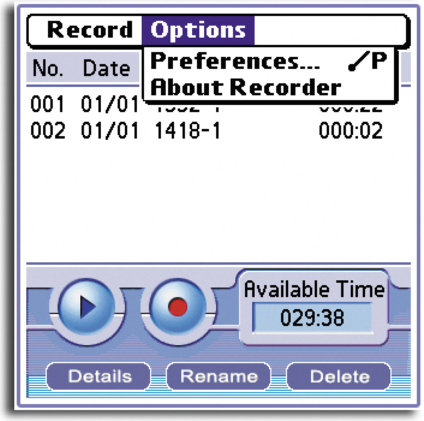
Tap here.

No.	Date	Name	Time
001	06/11	2156-1	000:20
002	06/11	2158-1	000:13
003	06/11	2158-2	000:17
004	06/11	2220-1	002:12

When the Beam dialog box appears, point the IR port directly at the IR port of the receiving handheld.

TIP: For best results, the handhelds should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two devices must be clear of obstacles. Beaming distance to other Palm OS handhelds may be different.

Options menu

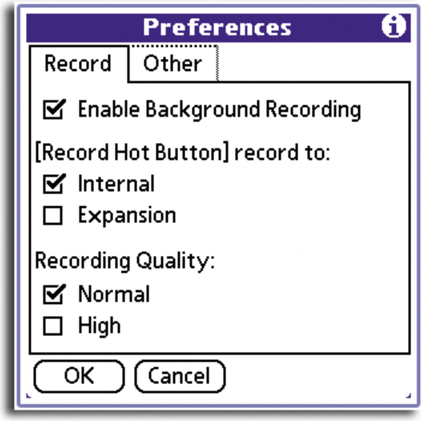

Record
Options
Preferences... ⁄P
About Recorder
No. Date
001 01/01
002 01/01 1418-1 000:02
Available Time
029:38
Details
Rename
Delete

Preferences. Tap to display the Preferences dialog box. Use this screen to define settings for the various Recorder features.

NOTE: Settings shown in the following screens are the default system settings.

There are two Preferences tabs: Record and Other.

- **Record**



☑ Enable Background Recording

[Record Hot Button] record to:
☑ Internal
☐ Expansion

Recording Quality:
☑ Normal
☐ High

  - **Enable Background Recording.** Select the check box to enable Recorder to continue with Recording mode even after closing the application.
  - **(Record Hot Button) record to.** Select storage medium for recorded audio. There are two options:

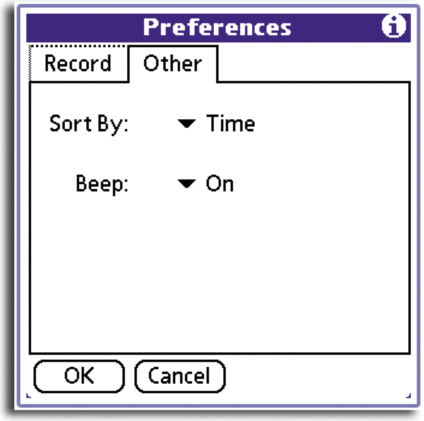
    - Internal. Saves recorded audio in your Acer s60's internal memory.

    - Expansion Card. Saves recorded audio in a *Memory Stick*.
  - **Recording Quality.** Select quality level of recorded audio. There are two options:

    - Normal - 64 Kbps

    - High - 128 Kbps

- **Other**



Sort By: ▾ Time

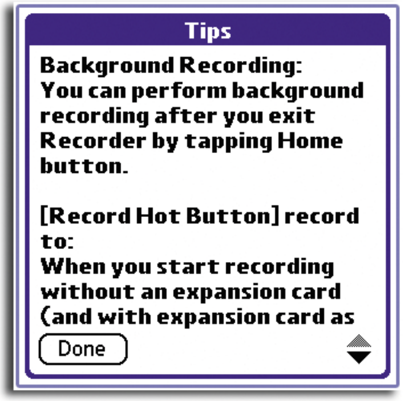
Beep: ▾ On

- **Sort by**. Select basis for viewing files in the audio file list. There are two options:

  - Time. Audio files are sorted based on the date they were recorded, with the earliest recorded file on top of the list.

  - Filename. Audio files are sorted alphabetically or numerically in an ascending order.
- **Beep**. Select whether a beep will be sounded or not prior to initializing Recording mode via the Multi-function button. There are two options: On and Off.

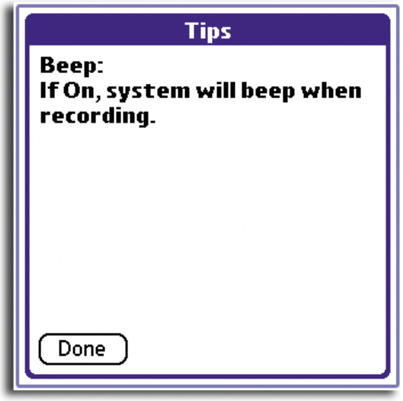
To view related information on the Preferences options, tap the Tips icon ⓘ.



Background Recording:
You can perform background recording after you exit Recorder by tapping Home button.

[Record Hot Button] record to:
When you start recording without an expansion card (and with expansion card as

Online tip for Record tab



Beep:
If On, system will beep when recording.

Online tip for Other tab

Using WalkReader

WalkReader enables you to read your eBooks (Acer eBook format) with a few quick taps on your handheld. WalkReader can detect eBook files stored in the internal memory of your handheld or in a *Memory Stick*.

Generating eBooks for WalkReader

Use WalkReader Converter to convert your regular document files into Acer eBook format (.pdb file format), then perform a HotSync operation to transfer the generated eBooks to your handheld.

See "Using WalkReader Converter" on page 161 for more information.

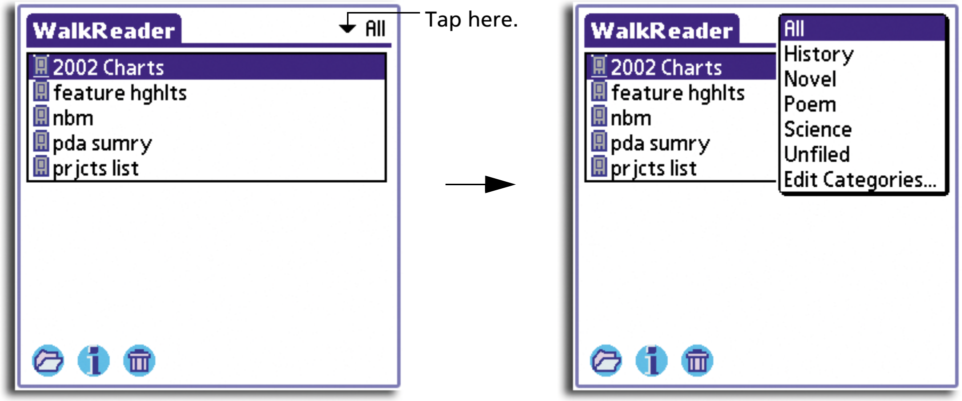
eBook categories

By default, when WalkReader first detects an eBook file, it is categorized as Unfiled. To organize your eBooks, four default categories based on genre is available—History, Novel, Poem and Science. For instructions on how to edit these categories, refer to "Categorising records" on page 34.

To display eBooks by category

In the WalkReader Manager screen, you can choose to display eBooks by category.

1. Tap the category pick list on the upper-left corner of the screen.
2. Tap a category of eBooks to display.


WalkReader
All
2002 Charts
feature hghlts
nbm
pda sumry
prjcts list
Tap here.
WalkReader
All
History
Novel
Poem
Science
Unfiled
Edit Categories...
2002 Charts
feature hghlts
nbm
pda sumry
prjcts list

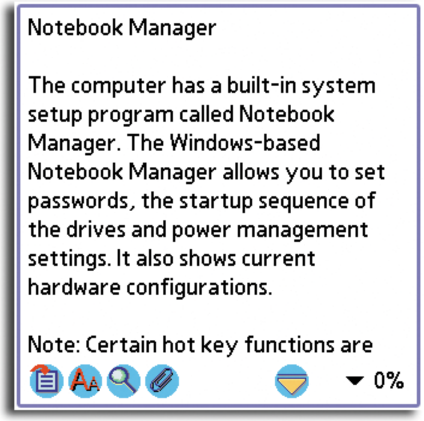
Working on the WalkReader Manager screen

Using the command icons on the WalkReader Manager screen, you can open your eBooks, view detailed information about them, or if you no longer need them, delete them.

To open an eBook

1. Select the eBook file you want to open.
2. Do any of the following:
   - Tap the Open icon 📂.
   - Double-tap the eBook file.
   - Tap the Menu icon ☰, then from the Options menu tap Open.

The selected eBook file is shown in Browse mode.



Notebook Manager

The computer has a built-in system setup program called Notebook Manager. The Windows-based Notebook Manager allows you to set passwords, the startup sequence of the drives and power management settings. It also shows current hardware configurations.

Note: Certain hot key functions are

For more information on working on Browse mode, refer to page 112.

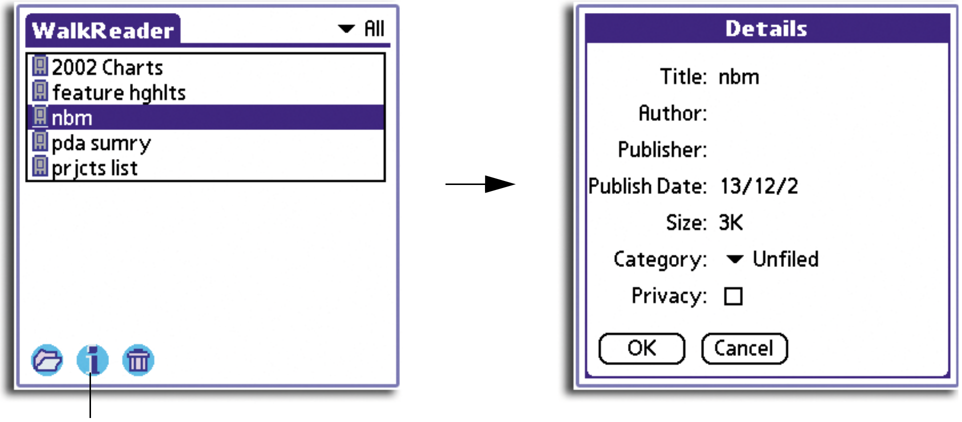
To view detailed information about an eBook

1 Select the eBook file you want to view detailed information about.

2 Tap the Details icon ⓘ to display the Details screen.

NOTE: The Details command has a corresponding option on the Options menu—accessible from both the WalkReader Manager screen and from the Browse mode.

The first four fields display general information regarding the selected eBook and are not configurable. The values in these four fields are defined in the File Properties screen of eBook Converter during source file conversion.



Title: nbm
Author:
Publisher:
Publish Date: 13/12/2
Size: 3K
Category: Unfiled
Privacy: ☐

Tap here.

Refer to "Options menu" on page 167 for more information about the File Properties screen.

Title	Indicates the eBook's title. The filename can be up to 16 alphanumeric characters in length (including blank spaces).
Author	Indicates the name of the eBook creator (may have a blank value).
Publisher	Indicates the name of the eBook's publisher (may have a blank value).
Publish Date	Indicates the eBook's publish date (may have a blank value).
Size	Indicates the file size of the eBook.

The last two fields are user-configurable.

Category	Tap the pick list to change the eBook category of the selected file.
Privacy	When the check box is selected (default), the current Privacy setting under the system Security preferences is applied.

NOTE: For information on setting Security preferences, refer to page 16.

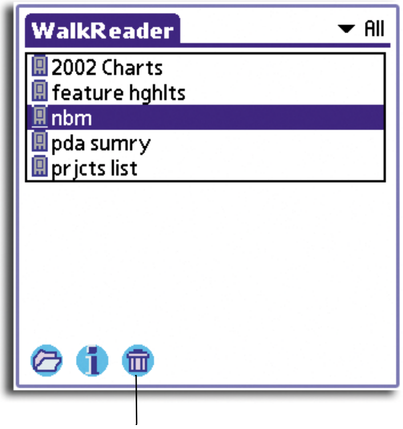
3 Tap OK.

To delete an eBook file

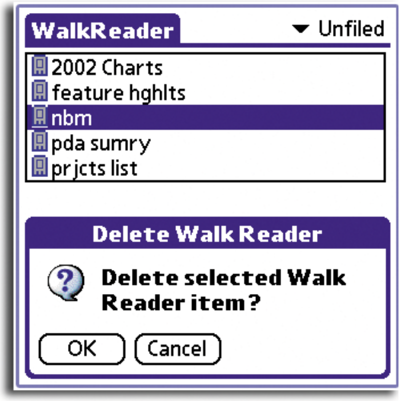
1 Select the eBook file you want to delete.

2 Tap the Delete icon 🗑.

3 Tap OK on the confirmation dialog box that appears.


WalkReader
▾ All
2002 Charts
feature hghlts
nbm
pda sumry
prjcts list

Tap here.


WalkReader
▾ Unfiled
2002 Charts
feature hghlts
nbm
pda sumry
prjcts list
Delete Walk Reader
OK
Cancel

Delete selected Walk Reader item?

File Manager

File Manager is one of the Record menu options. Using this feature, you'll be able to perform basic file management tasks.

Refer to "File Manager" on page 103 for instructions on how to work on the File Manager screen.

Working in Browse mode

Use the command icons on the Browse view to perform various document viewing tasks.

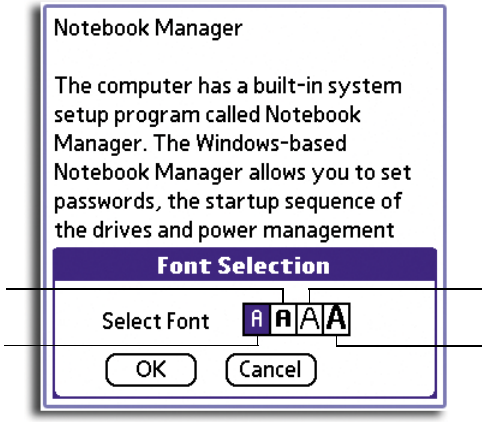
To revert to the WalkReader Manager screen

- Tap the Go Back icon .
  All the current eBook settings are retained and will be applied when you reopen the file.

To define the font type in viewing an eBook

1 Tap the Font icon to display the Font Selection screen.

2 Tap on any of the font type frame to select an option.



Notebook Manager

The computer has a built-in system setup program called Notebook Manager. The Windows-based Notebook Manager allows you to set passwords, the startup sequence of the drives and power management

Tap here for bold font.

Tap here for standard font (default).

Tap here for large font.

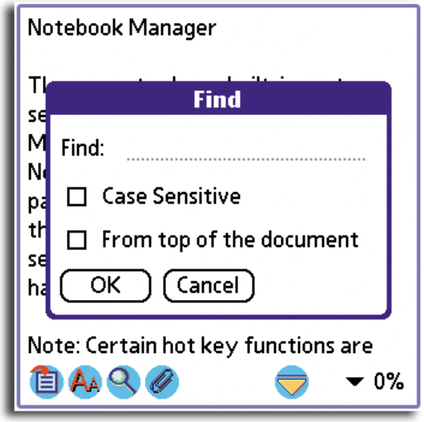
Tap here for large, bold font.

3 Tap OK.

NOTE: Font settings are saved separately for each eBook file. It does not affect font display in other eBook files or in files in other applications.

To search for text in an eBook

1 Tap the Find icon to display the Find screen.


Find
Find:
☐ Case Sensitive
☐ From top of the document
OK
Cancel
0%

Notebook Manager

Note: Certain hot key functions are

NOTE: The Find command is also available in the Options menu when viewed in Browse view.

---

2 Enter the text you want to search for.

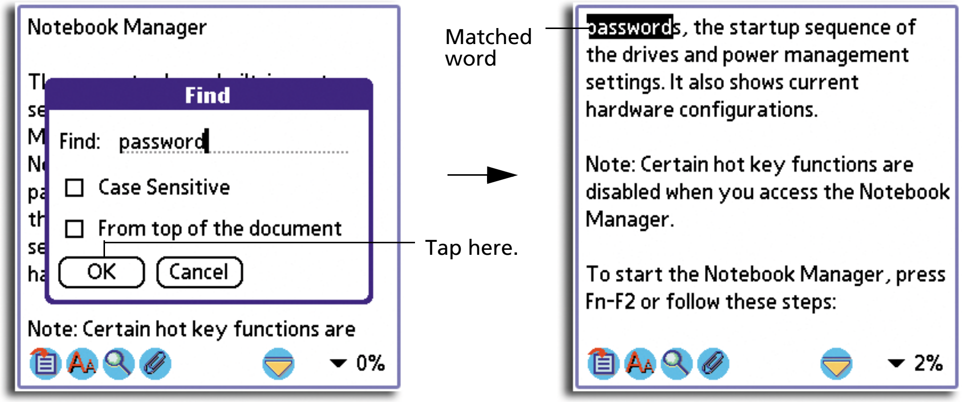
If you have previously used the Find function, the Find screen appears with the last text searched highlighted on the Find field.

3 Define the search mode.

Case Sensitive	Tap the check box to consider text case in searching for the specified text.
From top of the document	Defines the search range. Tap the check box to start the search from the top of the document; otherwise, search will start from the first line of the current screen.

4 Tap OK.

When a match is found for the searched text, the matched word is highlighted and is moved to the first line of the screen.


Find
☐ Case Sensitive
☐ From top of the document
OK
Cancel
0%
Matched word
Tap here.
2%

Notebook Manager

Find: password

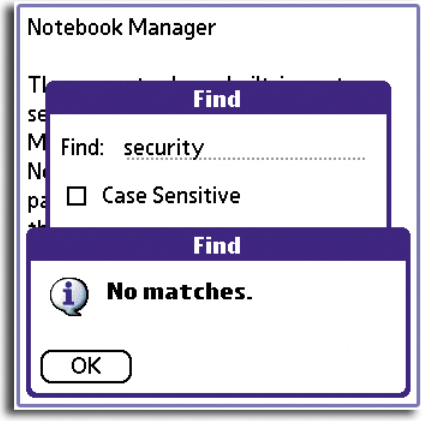
Note: Certain hot key functions are

passwords, the startup sequence of the drives and power management settings. It also shows current hardware configurations.

Note: Certain hot key functions are disabled when you access the Notebook Manager.

To start the Notebook Manager, press Fn-F2 or follow these steps:

When no match is found for the searched text, a message window appears.



Find: security

☐ Case Sensitive

No matches.

Tap OK. Screen reverts to the Browse view.

To move around in Browse mode

Do any of the following:

- Tap on the top half of the screen to scroll the text up half a page; tap on the lower half of the screen to scroll the text down half a page (default action).

  You can change the result of the tap action in the Preferences dialog box. Refer to page 124 for more information.

NOTE: Pressing the stylus on the top/bottom half of the screen for more than a second will scroll the screen up/down continuously. Release the stylus to stop scrolling.

- Press the top scroll button to scroll the text up one screen; press the bottom scroll button to scroll the text down one screen.
- Tap ▼ to activate Autoscroll mode. This will continuously scroll the screen down based on the settings made on the Preferences dialog box. Command icon changes to ⏸. Tap this icon or any part of the screen to cancel Autoscroll mode.

  For more information on setting options for Autoscroll mode, refer to page 124.
- Use bookmarks, refer to page 114.
- Use the Jump To function, refer to page 117.
- Use hyperlinks, refer to page 118.

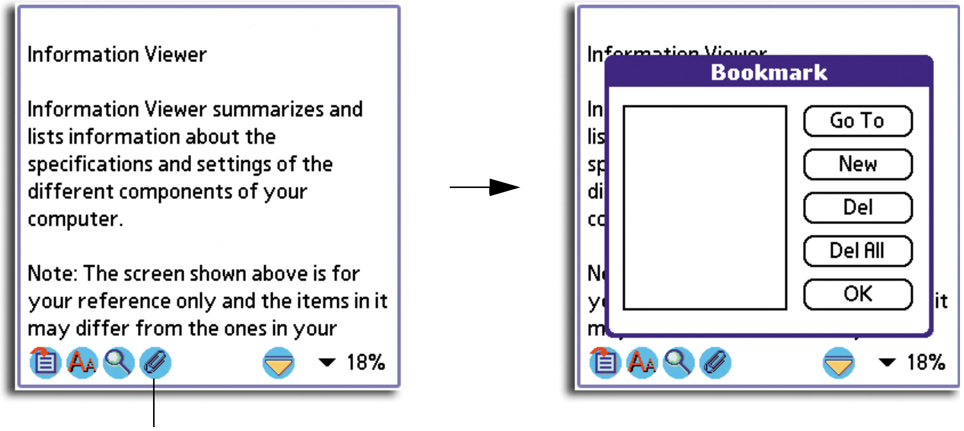
Working with bookmarks

Bookmarks help you navigate through your eBook by jumping to the specific location referred to by its marker.

To create a bookmark

1 In Browse view, define the location for the new bookmark by moving the referred text to the first line of the screen.

2 Tap the Bookmark icon .



Information Viewer

Information Viewer summarizes and lists information about the specifications and settings of the different components of your computer.

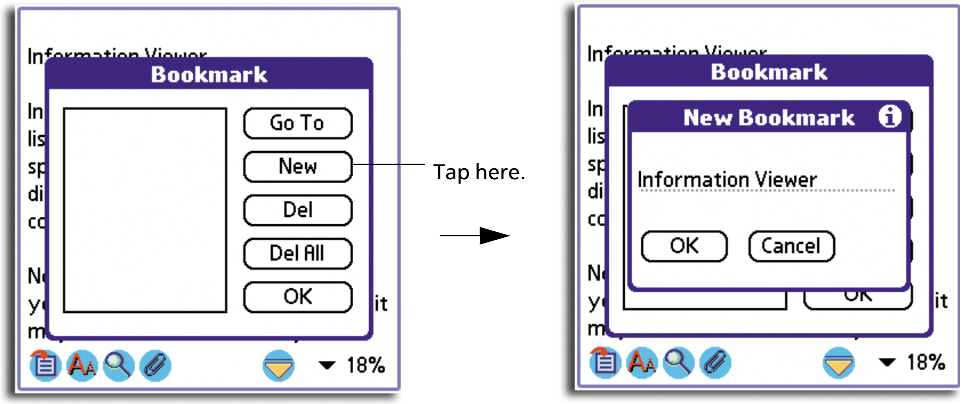
Note: The screen shown above is for your reference only and the items in it may differ from the ones in your

Tap here.

TIP: You can also use the Add menu command under the Note menu to add a bookmark.

---

3 In the Bookmark screen, tap the New button.



Information Viewer

Tap here.

By default, the first 20 characters (including spaces) on the first line of the selected bookmark location serves as the title for the new bookmark. You can define a specific title by deleting the default title and entering a new one.

4 Tap OK.

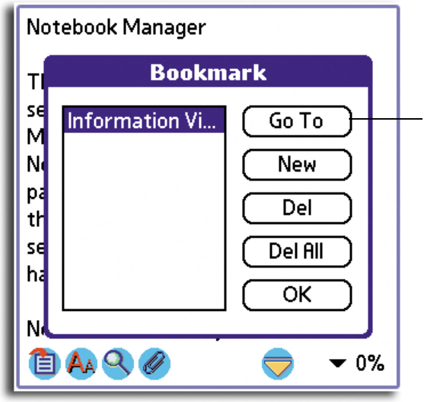
NOTE: You cannot create bookmarks with the same name in the same eBook but you can create bookmarks of different names on the same location in the eBook.

To go to a bookmark location

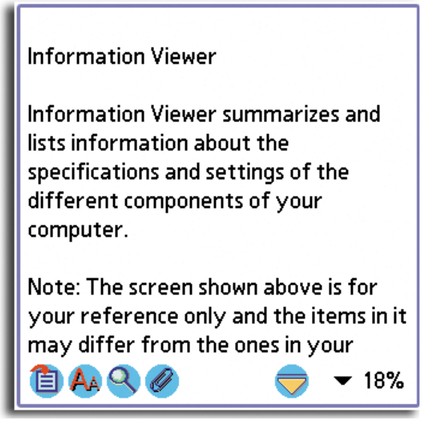
1 In the Bookmark screen, tap a bookmark.

2 Tap the Go To button.

The screen reverts to Browse view with the location referred to by the selected bookmark moved to the first line of the screen.


Notebook Manager
Bookmark
Information Vi...
Go To
New
Del
Del All
OK
0%

Tap here.


Information Viewer

Information Viewer summarizes and lists information about the specifications and settings of the different components of your computer.

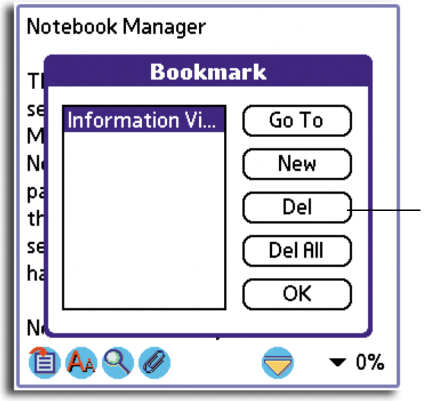
Note: The screen shown above is for your reference only and the items in it may differ from the ones in your

To delete a bookmark

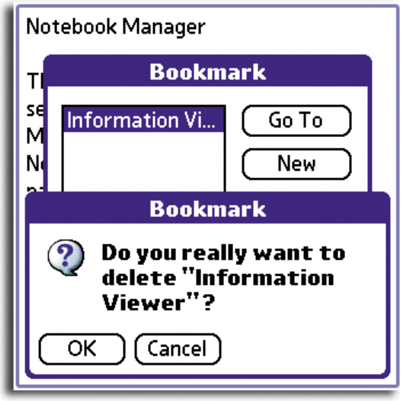
1 In the Bookmark screen, tap the bookmark you want to delete.

2 Tap the Del button.

3 Tap OK on the confirmation dialog box that appears.


Notebook Manager
Bookmark
Information Vi...
Go To
New
Del
Del All
OK
0%

Tap here.


Notebook Manager
Bookmark
Information Vi...
Go To
New
Bookmark

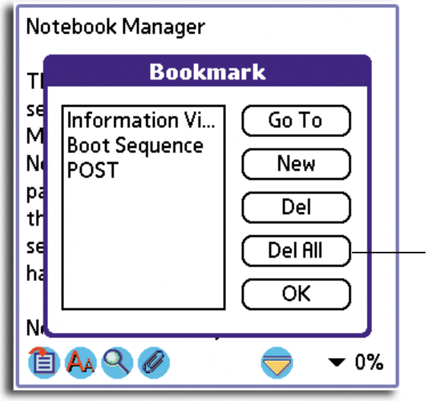
Do you really want to delete "Information Viewer"?

OK
Cancel

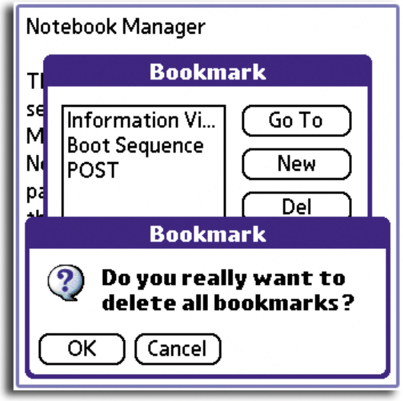
To delete all bookmarks

1 In the Bookmark screen, tap the Del All button.

2 Tap OK on the confirmation dialog box that appears.


Notebook Manager
Bookmark
Information Vi...
Boot Sequence
POST
Go To
New
Del
Del All
OK
0%

Tap here.


Notebook Manager
Bookmark
Information Vi...
Boot Sequence
POST
Go To
New
Del
Bookmark
OK
Cancel

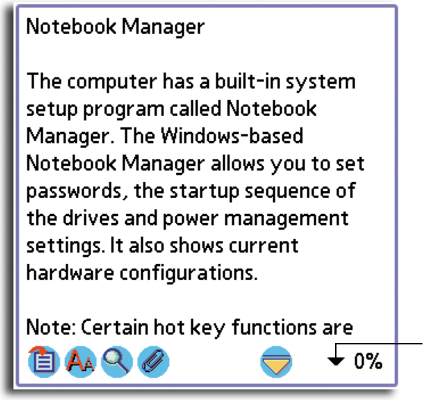
Do you really want to delete all bookmarks?

Using the Jump To function

Another navigation tool provided by WalkReader is the Jump To function.

To use the Jump To function

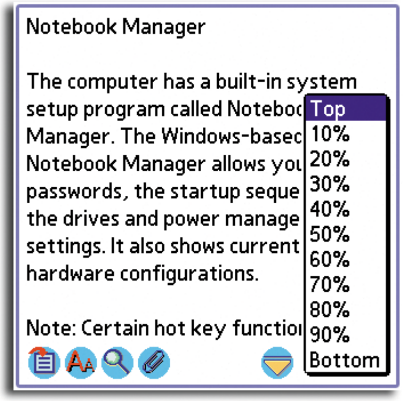
1 In Browse view, tap the percentage value pick list to display the Jump To options.


Notebook Manager
0%

The computer has a built-in system setup program called Notebook Manager. The Windows-based Notebook Manager allows you to set passwords, the startup sequence of the drives and power management settings. It also shows current hardware configurations.

Note: Certain hot key functions are

Tap here.

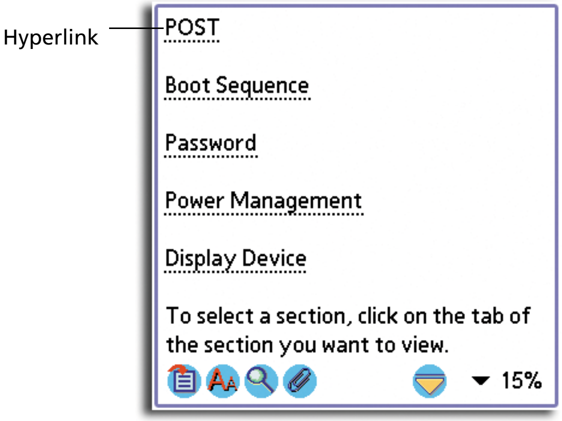

Notebook Manager
Top
10%
20%
30%
40%
50%
60%
70%
80%
90%
Bottom

2 Select a Jump To option:

Top	The screen will jump to display the first line of the document.
Bottom	The screen will jump to display the last line of the document.
Percentage values	The screen will jump to the location corresponding to selected percentage value. Percentage values increase in 10% increments.

Working with hyperlinks

Hyperlinks embedded in your eBook let you jump from one location to another within the same eBook. Hyperlinks appear with a dotted underline.



POST

Boot Sequence

Password

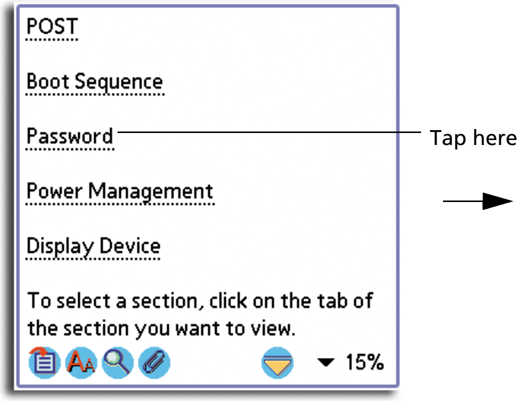
Power Management

Display Device

To select a section, click on the tab of the section you want to view.

To use hyperlinks

1 Tap the hyperlink (Figure 1) to jump to the linked location (Figure 2) it refers to.



POST

Boot Sequence

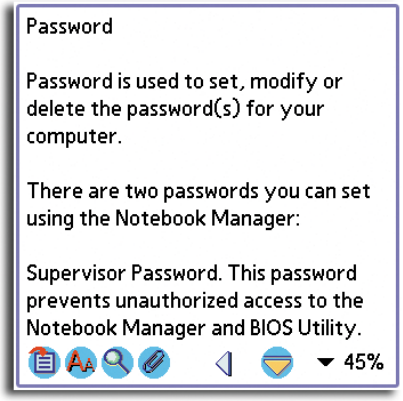
Password

Power Management

Display Device

To select a section, click on the tab of the section you want to view.

Figure 1



Password

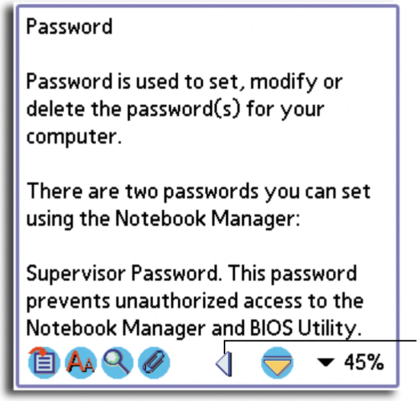
Password is used to set, modify or delete the password(s) for your computer.

There are two passwords you can set using the Notebook Manager:

Supervisor Password. This password prevents unauthorized access to the Notebook Manager and BIOS Utility.

Figure 2

2 Tap the Back icon ◁ that appears on the linked location to revert to the hyperlink location (Figure 3).



Password

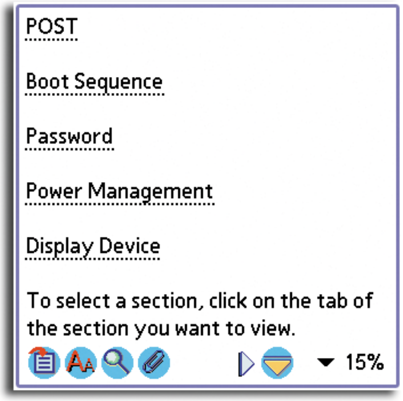
Password is used to set, modify or delete the password(s) for your computer.

There are two passwords you can set using the Notebook Manager:

Supervisor Password. This password prevents unauthorized access to the Notebook Manager and BIOS Utility.

Tap here

Figure 2



POST

Boot Sequence

Password

Power Management

Display Device

To select a section, click on the tab of the section you want to view.

Figure 3

3 After you go back to the hyperlink location, the Back icon ◁ is replaced by the Forward icon ▷. Tap this icon to revert to the linked location referred to by the last tapped hyperlink.

Using the eBook notes feature

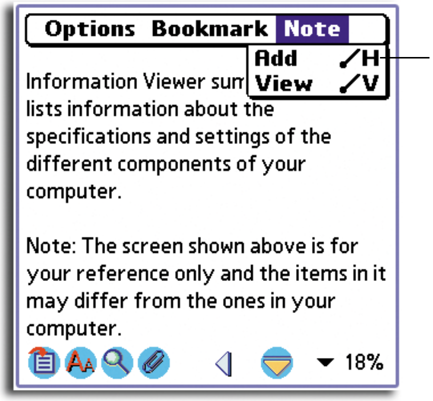
You have the option to attach descriptive notes to your eBooks.

To attached a note to an eBook

1 In Browse view, define the location for the new note by adjusting the referred text to the first line of the screen.

2 Tap the Menu icon .

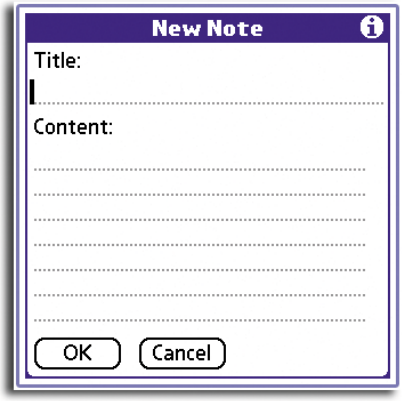
3 From the Note menu, tap Add to display the New Note screen.



Information Viewer sum lists information about the specifications and settings of the different components of your computer.

Note: The screen shown above is for your reference only and the items in it may differ from the ones in your computer.

Tap here



4 Enter related note information.

Title	The maximum length for a note title is 20 alphanumeric characters (including blank spaces). A note title that exceeds this limit will be automatically cut off.
Content	The maximum length for the note content is 280 alphanumeric characters (including blank spaces). A note content that exceeds this limit will be automatically cut off.

5 Tap OK.

NOTE: You cannot create notes with the same name in the same eBook but you can create bookmarks of different names on the same location in the eBook.

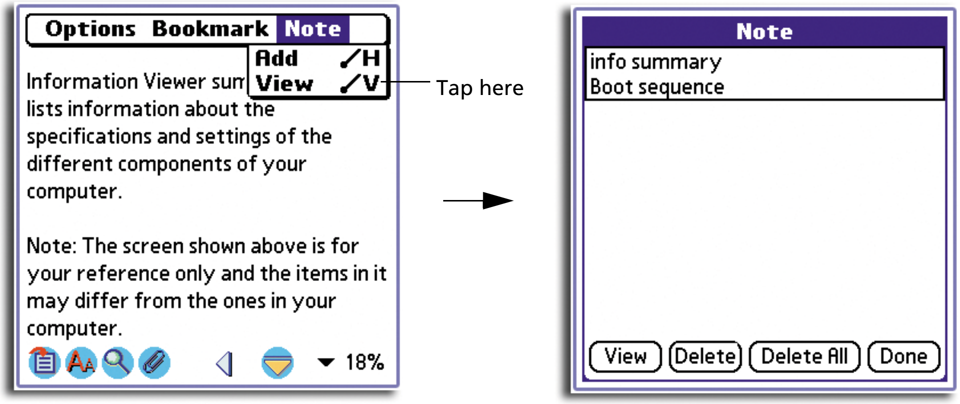
Note Manager

Use the Note Manager command buttons to manage the notes attached to your eBook.

To access Note Manager

1 Tap the Menu icon 🗒.

2 From the Note menu, tap View.



Information Viewer sum
lists information about the
specifications and settings of the
different components of your
computer.

Note: The screen shown above is for
your reference only and the items in it
may differ from the ones in your
computer.

info summary
Boot sequence

Note Manager command buttons

The Note Manager command buttons allow you view and delete notes attached to your eBook.

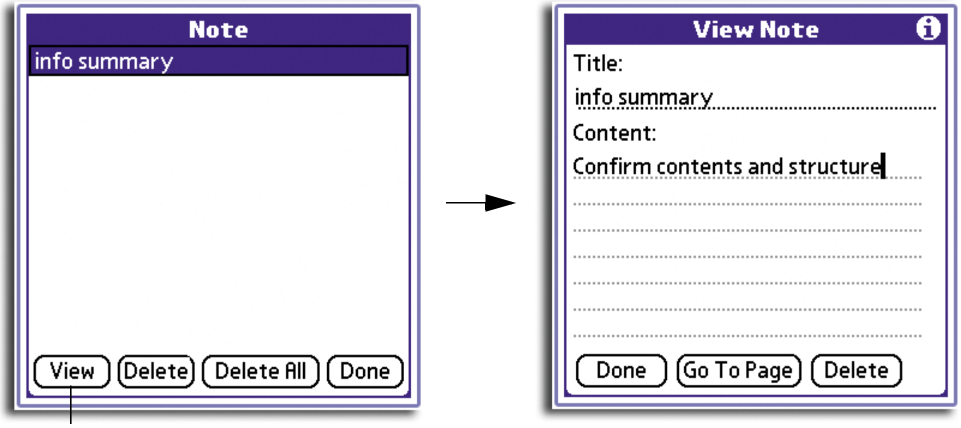
The View and Delete buttons are disabled when no note entry is selected.

To revert to Browse view, tap Done.

To view a note:

1 Tap the note entry you want to view.

2 Tap the View button to display the View Note screen.


Note
View Delete Delete All Done
View Note
Done Go To Page Delete

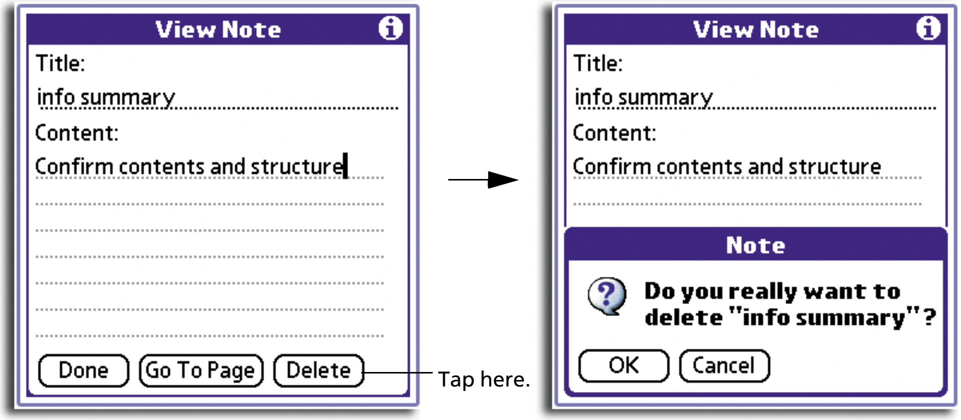
info summary

Title:
info summary
Content:
Confirm contents and structure

Tap here.

The title and content of the selected note entry is displayed on the View Note screen. There are three command buttons on this screen:

- **Done.** Tap to revert to the Note Manager screen.
- **Go To Page.** Tap to display the page where the note entry was added.
- **Delete**. Tap to delete note. A confirmation dialog box appears. Tap OK.


View Note
Done Go To Page Delete
View Note
Note
OK Cancel

Title:
info summary
Content:
Confirm contents and structure

Tap here.

Do you really want to delete "info summary"?

To delete a note:

In addition to the Delete option on the View Note screen, there are two command buttons on the Note Manager you can use to remove notes attached to your eBook. In both instances, a confirmation box will appear.

- To delete a single note, tap the note entry you want to delete then tap the Delete button.
- To delete all notes, tap the Delete All button.

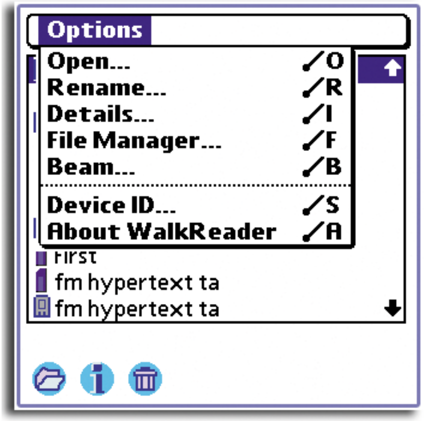
WalkReader menus

WalkReader menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

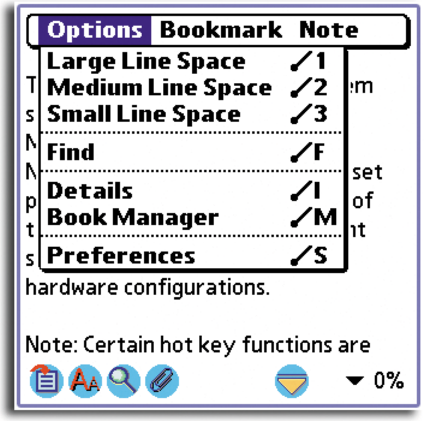
WalkReader has three menus: Options, Bookmark and Note.

Options menu

The Options menu differs depending on whether you are viewing it from the WalkReader Manager screen or in Browse view.


Options
Open... ⁄O
Rename... ⁄R
Details... ⁄I
File Manager... ⁄F
Beam... ⁄B
Device ID... ⁄S
About WalkReader ⁄A
First
fm hypertext ta
fm hypertext ta

Options menu in
WalkReader Manager screen


Options Bookmark Note
Large Line Space ⁄1
Medium Line Space ⁄2
Small Line Space ⁄3
Find ⁄F
Details ⁄I
Book Manager ⁄M
Preferences ⁄S
hardware configurations.
Note: Certain hot key functions are
0%

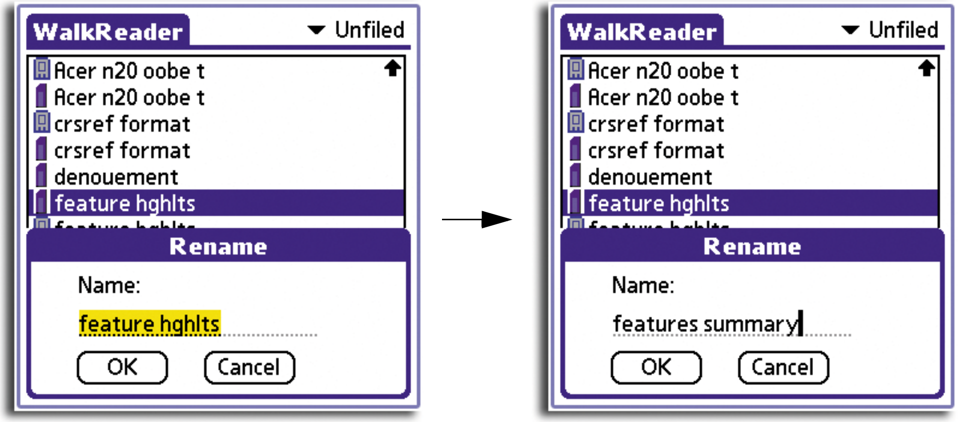
Options menu in
Browse mode

Options menu in WalkReader Manager screen:

Rename. Select this menu option to rename an eBook file. Follow the steps below:

1. If you want to rename an eBook file stored in a *Memory Stick*, make sure the card is unlock.
2. Select the eBook file you want to rename.
3. Tap the Rename menu option.

   The Rename screen appears with the current eBook filename highlighted.
4. Enter a new filename.


WalkReader
Unfiled
Acer n20 oobe t
Acer n20 oobe t
crsref format
crsref format
denouement
feature hghlts
Rename
OK
Cancel

Name: feature hghlts

Name: features summary

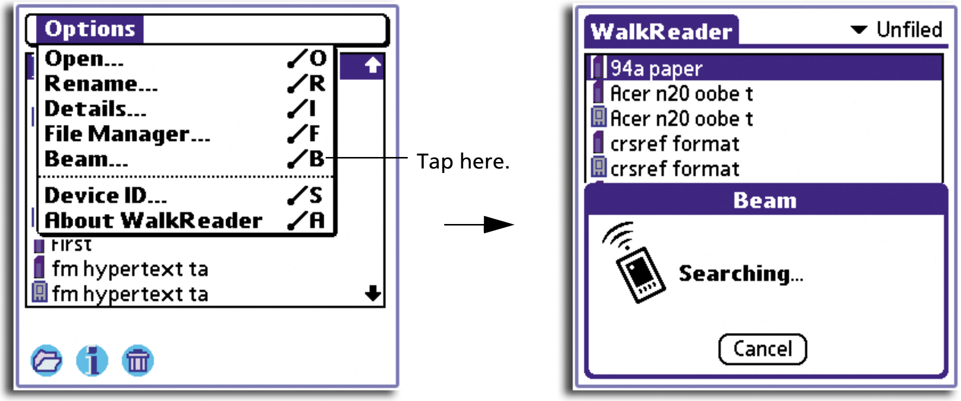
5 Tap OK to rename the eBook file.

Beam. You can beam an eBook file to another Palm OS-based Acer handheld. This option is applicable for eBooks stored in both the internal memory and in a *Memory Stick*.

1 From the WalkReader Manager screen, select the eBook file you want to beam.

2 Tap the Menu icon ☰.

3 From the Record menu, tap Beam to display the Beam dialog box.


Options
Open... ⁄O
Rename... ⁄R
Details... ⁄I
File Manager... ⁄F
Beam... ⁄B
Device ID... ⁄S
About WalkReader ⁄A
First
fm hypertext ta
fm hypertext ta
WalkReader
Unfiled
94a paper
Acer n20 oobe t
Acer n20 oobe t
crsref format
crsref format
Beam
Searching...
Cancel

Tap here.

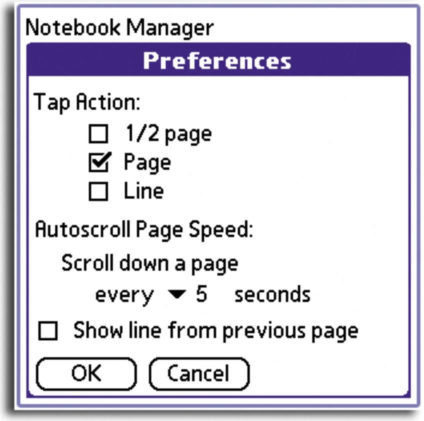
When the Beam dialog box appears, point the IR port directly at the IR port of the receiving handheld.

TIP: For best results, the handhelds should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two devices must be clear of obstacles. Beaming distance to other Palm OS handhelds may be different.

Device ID Displays the unique identification number assigned to your handheld.

Options menu in Browse mode:

Large Line Space	Sets the space between lines to four pixels.
Median Line Space	Sets the space between lines to three pixels.
Small Line Space	Sets the space between lines to two pixels.
Preferences	Opens the WalkReader Preferences dialog box.



Notebook Manager

Preferences

Tap Action:

☐ 1/2 page
☑ Page
☐ Line

Autoscroll Page Speed:

Scroll down a page
every ▼ 5 seconds

☐ Show line from previous page

You can use the Preferences screen to define default settings in viewing the active document.

- **Tap Action**. Defines the scrolling behavior after tapping the top/bottom half of the screen. Options include:
  - **1/2 Page**. Scrolls the screen up/down half a page.
  - **Page**. Scrolls the screen up/down one page.
  - **Line**. Scrolls the screen up/down one line.
- **Autoscroll Page Speed**. Defines the scrolling speed when Autoscroll mode is activated.

  Options include:
  - **every** (5, 10, 15, 20, 25, 30,3 5, 40, and 45) **seconds**. Default value is 10.
- **Show line from previous page**. Enabling (default) this option will scroll up the screen minus one line of text. This means that the last line of the screen after scrolling is the same line that was at the top of the screen before scrolling.

Using PhotoWiz

PhotoWiz lets you view image files stored in either your handheld's internal memory or in a *Memory Stick*.

Selecting image source

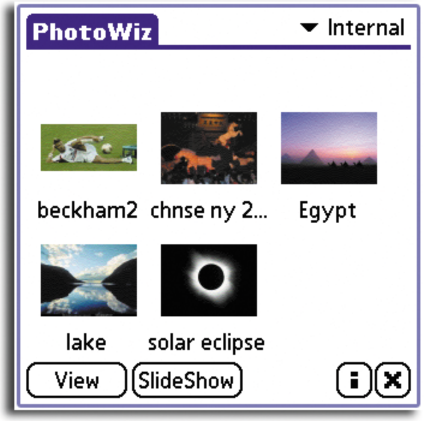
To view the image files stored in either your handheld's internal memory or in a *Memory Stick*, you need to select them first.

To select image source

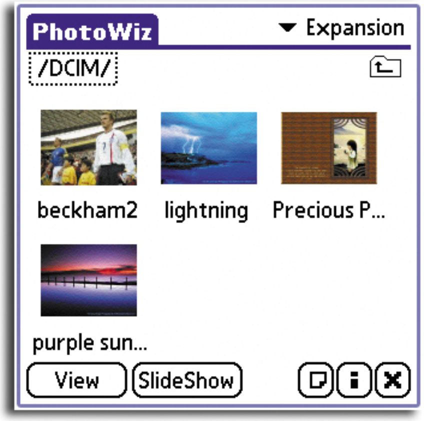
- Tap the pick list in the upper-right corner of the screen, then select an image source. Available image files are displayed in Thumbnail mode.

  Options include:

  - Internal


PhotoWiz
Internal
beckham2
chnse ny 2...
Egypt
lake
solar eclipse
View
SlideShow

  - Expansion


PhotoWiz
Expansion
/DCIM/
beckham2
lightning
Precious P...
purple sun...
View
SlideShow

Working in Thumbnail mode

In Thumbnail mode, all available image files in the active image source are displayed in thumbnail format. Use the command buttons on this screen to perform different application tasks.

If a third party card reader is used to copy a source .jpeg file to a *Memory Stick,* instead of a thumbnail image, Photowiz will display a default file icon. In some cases, an inherent file icon, if one is available as in the case of image files captured using a digital camera, will be displayed instead of the PhotoWiz file icon.

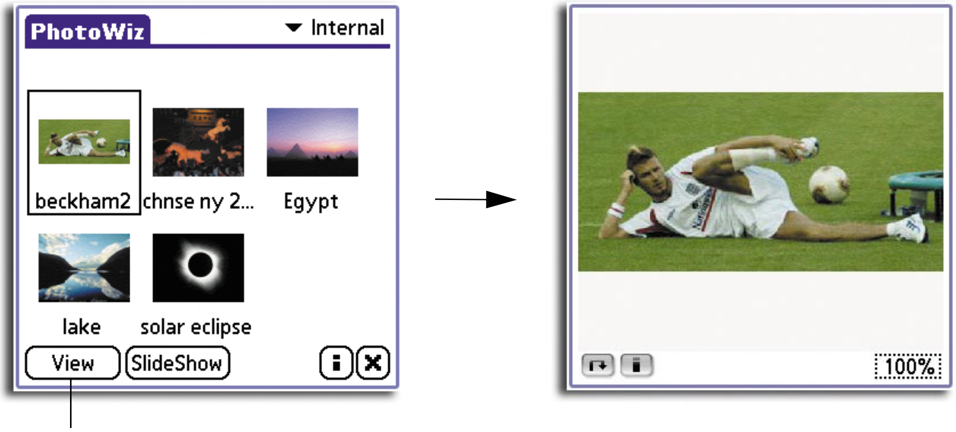
NOTE: You must first select an image file before tapping any of the command buttons.

To open an image for select viewing

1 Tap the thumbnail of the image you want to view in View mode.

2 Tap View.

Screen shifts to show the processing status after which the selected image is displayed in View mode where the image is enlarged. For more information on this mode, refer to "Working in View mode" on page 130.



Tap here.

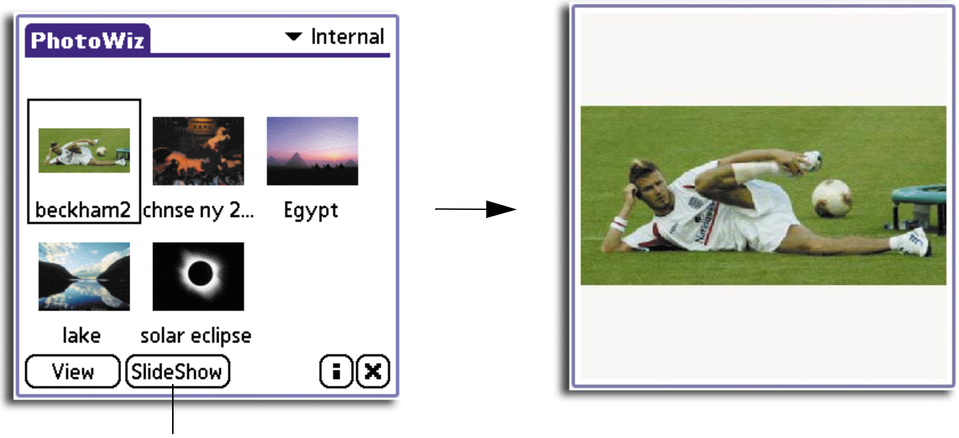
NOTE: While in the processing stage, you can press the scroll button on the front panel of your handheld to skip to another image. Pressing it down will display the next image in the current folder. Pressing it up will display the previous image. This also applies when image files are selected for Slide Show mode.

TIP: You can also double-tap a thumbnail to open it in View mode.

To display image in Slide Show mode

1 Tap an image thumbnail.

2 Tap Slide Show.



Tap here.

- If the Show Prefs before slide show check box in the Preferences dialog box is selected, the Preferences dialog box appears.

a. Define image settings for the slide show.

Refer to page 133 for details on Preferences settings.

b. Tap OK.

Screen shifts to show the processing status after which the selected image is displayed in Slide Show mode.

- If the Show Prefs before slide show check box in the Preferences dialog box is not selected, the image is automatically processed for Side Show mode display.

In Slide Show mode, selected image is enlarged in a clear screen—no command buttons are visible. You can do the following while in Slide Show mode:

- Scale image size for preferential viewing - refer to"To scale image size" on page 130.
- Press your stylus on an image that does not fit in the display area in its entirety and drag it in the desired direction to pan the image.
- Adjust color balance - see "To adjust color balance" on page 132.
- Press the scroll button on the front panel of your handheld to skip to another image. Pressing it down will display the next image in the current folder. Pressing it up will display the previous image.

To return to Thumbnail view from Slide Show mode:

1. Tap the Menu icon ☰.
2. From the Options menu, tap Exit.

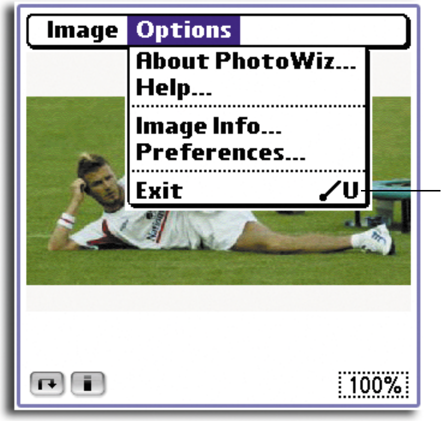


Image
Options
About PhotoWiz...
Help...
Image Info...
Preferences...
Exit
✓U
100%

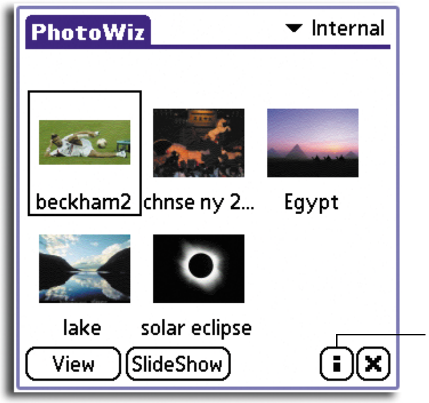
Tap here.

To view image attributes

1 Tap an image thumbnail.

2 Tap the Image Info icon ⓘ.

The Image Info screen appears.


PhotoWiz
Internal
beckham2
chnse ny 2...
Egypt
lake
solar eclipse
View
SlideShow

Tap here

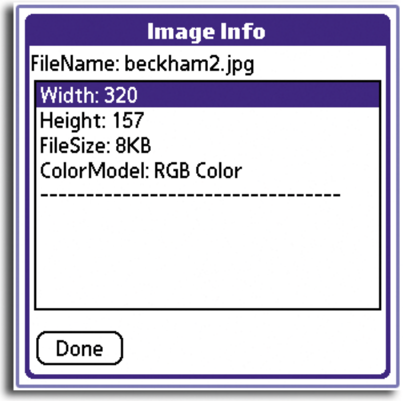


Image Info
Done

FileName: beckham2.jpg
Width: 320
Height: 157
FileSize: 8KB
ColorModel: RGB Color

The Image Info icon has a corresponding command icon ⓘ as well as a menu command when the image is displayed in View or Slide Show mode.

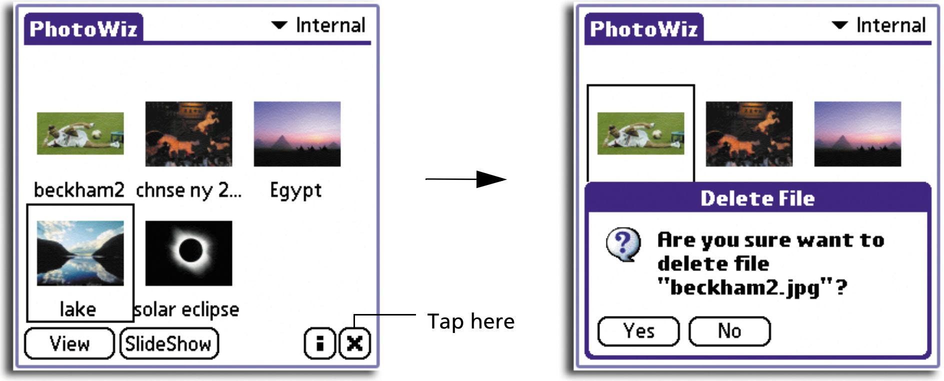
Filename	Indicates the image filename.
Width	Indicates the horizontal length of the image, expressed in pixels.
Height	Indicates the vertical length of the image, expressed in pixels.
File size	Indicates the size of the image file, expressed in KB.
Color Model	Indicates the color model used to display the image.

To delete an image file

1 Tap the thumbnail of the image you want to delete.

2 Tap the Delete icon ☒.

3 Tap Yes on the confirmation dialog box that appears.


PhotoWiz
Internal
beckham2
chnse ny 2...
Egypt
lake
solar eclipse
View
SlideShow
Tap here
PhotoWiz
Internal
Delete File
Yes
No

Are you sure want to delete file "beckham2.jpg"?

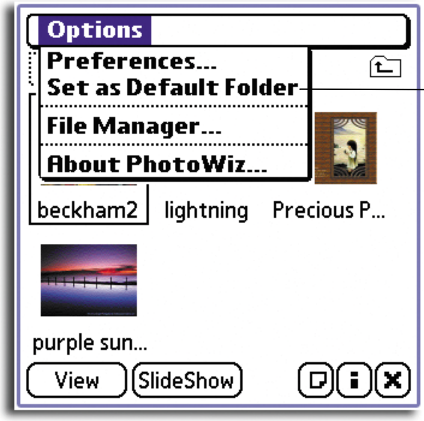
To set a default folder

To make accessing image files from your *Memory Stick* faster, Photowiz lets you set a folder in the card to serve as the default image source.

1 Using the Browse for Folder icon 📁, select the folder you want to set as the default image source, then tap it to open.

2 Tap the Menu icon ☰.

3 From the Options menu, tap Set Default Folder.


Options
Preferences...
Set as Default Folder
File Manager...
About PhotoWiz...
beckham2
lightning
Precious P...
purple sun...
View
SlideShow

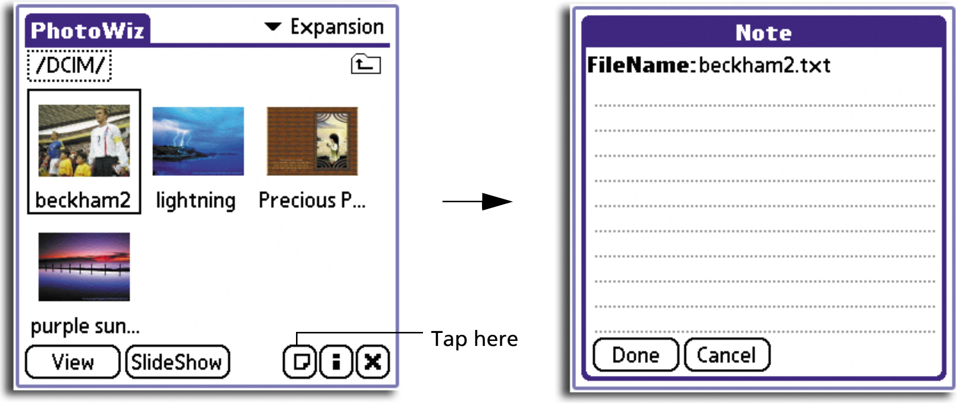
Tap here.

To attach a note

When the active image source is Expansion, the Note icon is visible on the Thumbnail screen, use this icon to attach a descriptive note to your image files.

1 Tap the thumbnail of the image you want to attach a note to.

2 Tap the Note icon .



3 Enter note text.

4 Tap Done.

After a note has been attached to the image file, you can then use the Note icon to view, edit, or delete note text.

Working in View mode

You can do the following while in View mode:

- Use the View mode command icons to perform various application tasks.
- Scale image size for preferential viewing.
- Press your stylus on an image that does not fit in the display area in its entirety and drag it in the desired direction to pan the image.
- Adjust image brightness.
- Press the scroll button on the front panel of your handheld to skip to another image. Pressing it down will display the next image in the current folder. Pressing it up will display the previous image.

To revert to Thumbnail mode

Do either of the following:

- Tap the Go Back icon .
- Tap the Menu icon , then from the Options menu, tap Exit.

To scale image size

Do any of the following to scale the image size to suit your viewing preferences.

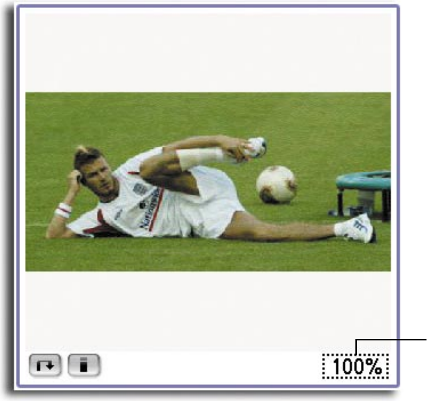
- Use the Image Scaling function
- Use the Image Scaling commands under the Image menu

- Double-tap on the image to zoom in

When scaling an image to the point that it does not fit in the display area in its entirety, press your stylus on the image and drag it in the desired direction to pan the image.

Image Scaling function

1 Tap the Image Scaling pick list to display the scaling options.


100%
Tap here.

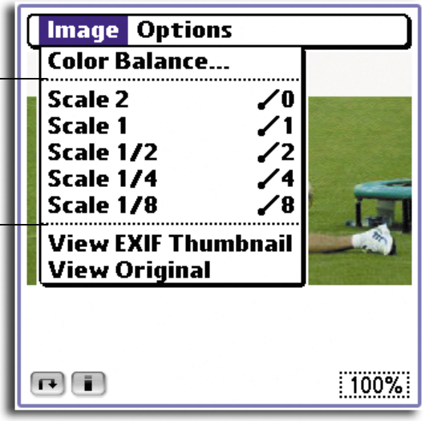
2 Select a scaling value.

Options include 200%, 100%, 50%, 25%, and ,12%. These percentage values are in relation to the dimension of the source image file, 100% being the actual image dimension.

Image Scaling commands

1 Tap the Menu icon .

2 From the Image menu, select an image scale.


Select an image scale
Image
Options
Color Balance...
Scale 2 ⁄0
Scale 1 ⁄1
Scale 1/2 ⁄2
Scale 1/4 ⁄4
Scale 1/8 ⁄8
View EXIF Thumbnail
View Original
100%

Options under the Image Scaling command correspond to the percentage values in the Image Scaling pick list.

- Scale 2 = 200%
- Scale 1 = 100%
- Scale 1/2 = 50%
- Scale 1/4 = 25%
- Scale 1/8 = 12%

To adjust color balance

1. Tap the Menu icon .
2. From the Image menu, select Color Balance.

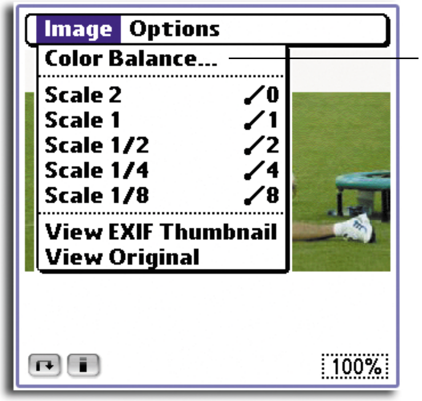
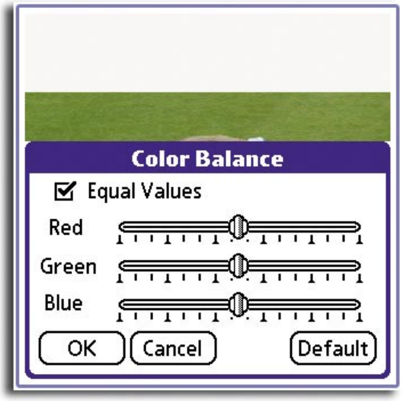


Image
Options
Color Balance...
Scale 2 ⁄0
Scale 1 ⁄1
Scale 1/2 ⁄2
Scale 1/4 ⁄4
Scale 1/8 ⁄8
View EXIF Thumbnail
View Original
100%

Tap here.


Color Balance
☑ Equal Values
Red
Green
Blue
OK
Cancel
Default

3. From each of the color channel bars, you can:
   - Tap to the left or right of the slider to adjust the brightness level in small increments.
   - Drag the slider across the bar to adjust the brightness level in larger increments.

   The Equal Values check box lets you adjust the slider of a single color channel and have the rest of the color channel sliders to automatically adjust to the initial level set.

   Tap the Default button to reset the color balance settings to its default level.
4. Tap OK.

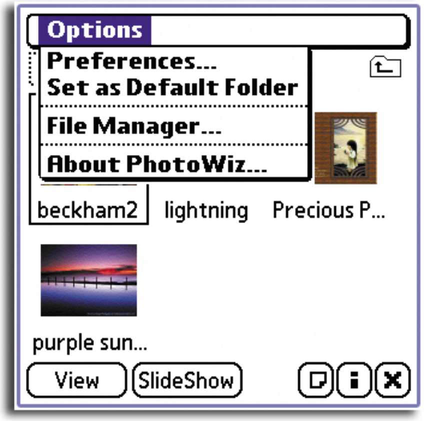
PhotoWiz menus

PhotoWiz menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

PhotoWiz has two menus: Options and Image.

Options menu

The Options menu differs depending on whether you are viewing it in Thumbnail mode or in Slide Show/View mode.


Options
Preferences...
Set as Default Folder
File Manager...
About PhotoWiz...
beckham2
lightning
Precious P...
purple sun...
View
SlideShow

Options menu in
Thumbnail mode

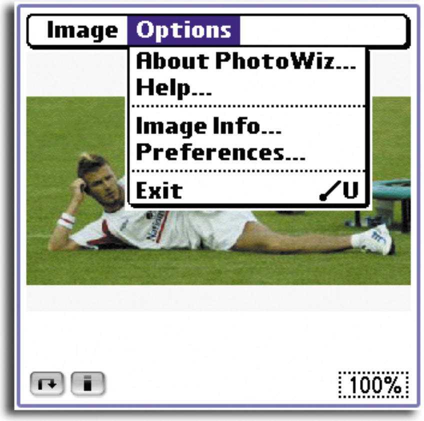
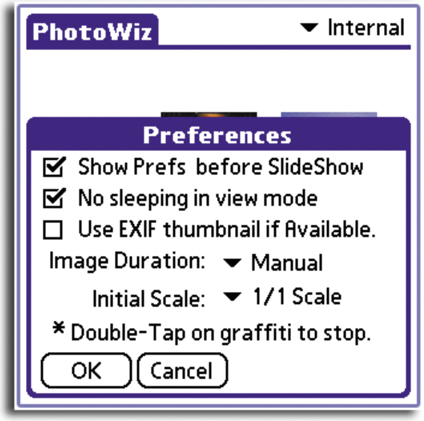


Image
Options
About PhotoWiz...
Help...
Image Info...
Preferences...
Exit
/U
100%

Options menu in
Slide Show or View mode

Options menu in Thumbnail mode:

Preferences. Displays the Preferences dialog box where you define viewing settings when an image file is displayed in Slide Show or View mode. Settings defined here are applied to all image files.


PhotoWiz
Internal
Preferences

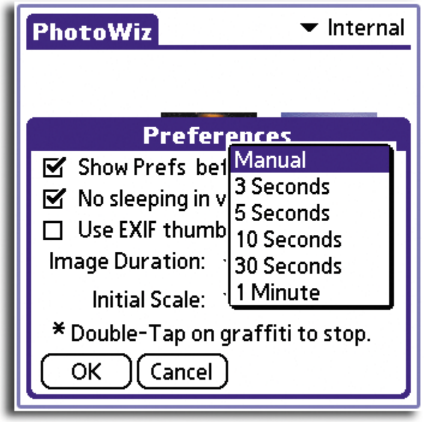
☑ Show Prefs before SlideShow
☑ No sleeping in view mode
☐ Use EXIF thumbnail if Available.
Image Duration: Manual
Initial Scale: 1/1 Scale
* Double-Tap on graffiti to stop.

OK
Cancel

No sleeping in view mode	Select this check box to disable your handheld's Auto-off setting when viewing image files in Slide Show or View mode.
Use EXIF thumbnail if available	Select this check box to display the image as an EXIF (Exchange Image File) thumbnail. For more information on EXIF, in Slide Show or View mode, select the Help command from the Options menu.

Image Duration

Set the time duration by which an image file is displayed in Slide Show mode.


PhotoWiz
▾ Internal
Preferences
☑ Show Prefs bef
☑ No sleeping in v
☐ Use EXIF thumb
Image Duration:
Initial Scale:
Manual
3 Seconds
5 Seconds
10 Seconds
30 Seconds
1 Minute
* Double-Tap on graffiti to stop.
OK
Cancel

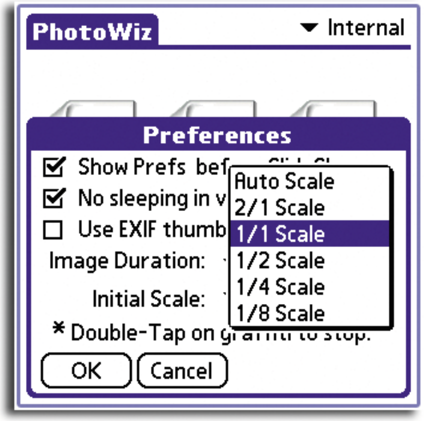
Options include:

- Manual - image file stays in Slide Show mode until the Exit command under the Options menu is selected.
- 3, 5, 10, and 30 seconds; 1 minute - screen automatically displays the next image after the set time duration is met.

NOTE: To stop the slide show, double-tap anywhere on the Graffiti® writing area.

Initial Scale

Set the default image scale when viewing images in Slide Show or View mode.


PhotoWiz
▾ Internal
Preferences
☑ Show Prefs bef
☑ No sleeping in v
☐ Use EXIF thumb
Image Duration:
Initial Scale:
Auto Scale
2/1 Scale
1/1 Scale
1/2 Scale
1/4 Scale
1/8 Scale
* Double-Tap on g
OK
Cancel

Options include:

- Auto Scale - Images are scaled to a maximum so that the entire screen is used to display it.

The options below are based on the dimension of the image file— scaled image to actual image dimension ratio. To illustrate, the 2/1 scale will scale the image to twice the actual image dimension.

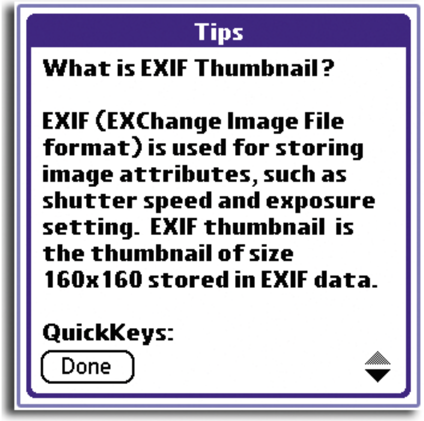
- 2/1 Scale
- 1/1 Scale
- 1/2 Scale
- 1/4 Scale
- 1/8 Scale

File Manager. Displays the File Manager screen where you can perform basic file management tasks.

Refer to "File Manager" on page 103 for instructions on how to work on the File Manager screen.

Options menu in Slide Show or View mode:

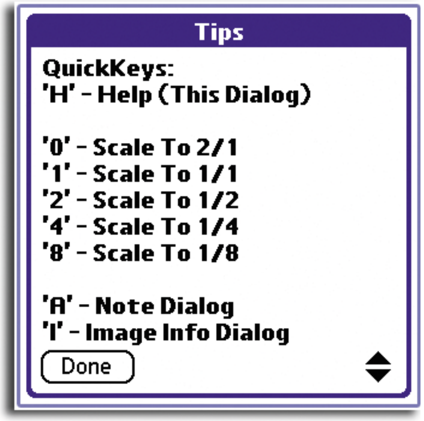
Help. Displays the PhotoWiz Tips screen.



What is EXIF Thumbnail ?

EXIF (EXChange Image File format) is used for storing image attributes, such as shutter speed and exposure setting. EXIF thumbnail is the thumbnail of size 160x160 stored in EXIF data.

QuickKeys:



QuickKeys:
'H' - Help (This Dialog)

'0' - Scale To 2/1
'1' - Scale To 1/1
'2' - Scale To 1/2
'4' - Scale To 1/4
'8' - Scale To 1/8

'A' - Note Dialog
'I' - Image Info Dialog

Exit. Reverts screen to Thumbnail mode.

Image menu

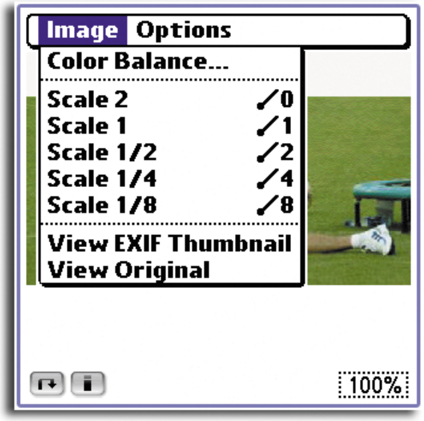


Image
Options
Color Balance...
Scale 2 ⁄0
Scale 1 ⁄1
Scale 1/2 ⁄2
Scale 1/4 ⁄4
Scale 1/8 ⁄8
View EXIF Thumbnail
View Original
100%

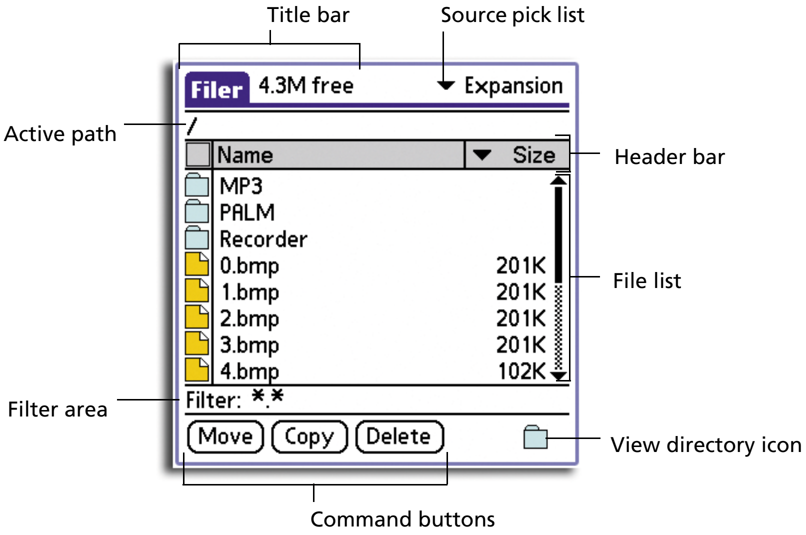
View EXIF Thumbnail	Displays the image as an EXIF thumbnail, if the format is available.
View Original	Displays the image using the dimension captured by the digital camera.

Using Filer

Use Filer to conveniently perform file management tasks with a few quick taps of your stylus.

Filer main screen

The first time you launch Filer, it will display a list of the files and folders in the handheld's internal memory. The next time you access it, the last accessed path will be displayed.


Title bar
Source pick list
Active path
Header bar
File list
Filter area
View directory icon
Command buttons
Filer
4.3M free
Expansion
/
Move
Copy
Delete

Name	Size
MP3	
PALM	
Recorder	
0.bmp	201K
1.bmp	201K
2.bmp	201K
3.bmp	201K
4.bmp	102K

Filter: *.*

Title bar	Displays the application name and various information regarding the active source medium. It is a toggle area which alternately displays the available free space (default), total space capacity, and number of selected files. Tap the bar to change information display.
Source pick list	Tap the pick list to change source medium: Internal (handheld's internal memory) or Expansion (*Memory Stick*).

NOTE: When no *Memory Stick* is available, pick list only displays the Internal option. When a *Memory Stick* is inserted, the contents of the *Memory Stick* are automatically displayed.

Active path	This option is only visible when the active source medium is Expansion. Indicates the current directory displayed onscreen.

Header bar

Consists of three cells for managing the file list.

- **Selection box**. Tap the box to select all files or to clear all file selection.

NOTE: The File menu on the menu bar includes corresponding Select All and Clear All commands.

- **Name**. Displays the filename of files, folders, and database available in the active source medium. Tap the heading to change sorting option based on alphanumeric order.
- **Information pick list**. Tap the pick list to choose an information variable to display. Options include:
  - Size - displays the file size of the entry
  - Date - displays the date when entry was created.
  - Ext - display the file extension of the entry

  Tap the heading to change sorting option based on alphanumeric order.

File list

Displays a list of files, folder, and database available in the active source medium. Tap the file icon before each entry to select it before tapping any of the command buttons or you can tap the entry's filename and select a command option from the pop-up menu that appears.

Filter area

Tap the selected filter option to choose a file category to display based on format. Options include:

- *.* - displays all file formats
- *.pdb
- *.prc
- *.pqa

When the active source medium is Expansion, two additional options are displayed.

- *.mp3
- *.jpg, *.gif, *.bmp

Command buttons

Use these buttons to perform file management tasks. Available buttons vary based on active source medium.

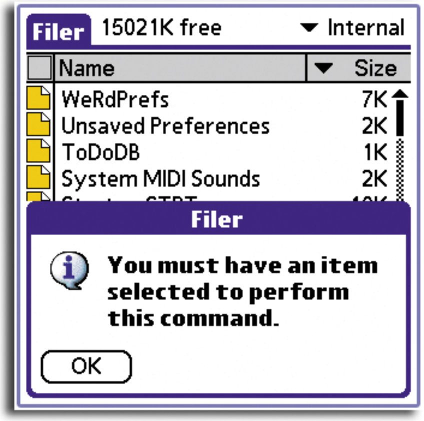
- Internal: Move, Copy, Delete, and Beam
- Expansion: Move, Copy, Delete, and View Directory (icon)

You can use these command buttons to perform file management tasks on multiple files.

NOTE: Options for these command buttons are also available from the File menu on the menu bar and from the pop-up menu that appears when an entry is selected.

File management commands

Before performing any file management task, select first an item file list, otherwise, the dialog box below appears:


Filer
15021K free
Internal
Name
Size
WeRdPrefs 7K
Unsaved Preferences 2K
ToDoDB 1K
System MIDI Sounds 2K
Filer
OK

You must have an item selected to perform this command.

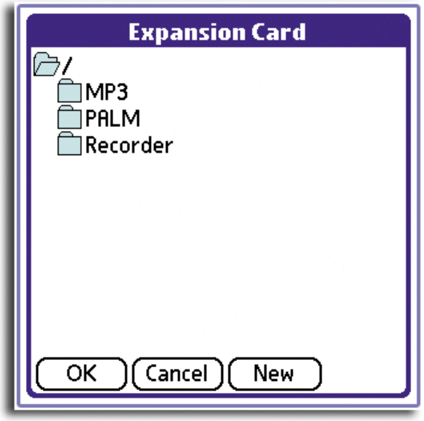
The Move and Copy commands don’t work when there is no available *Memory Stick* or when the *Memory Stick* is locked.

To move or copy a file

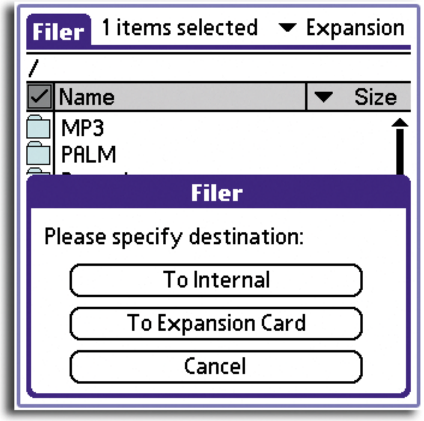
1 Select the file you want to move or copy.

2 Tap Move or Copy.

When the active source medium is Internal, screen shifts to display the Expansion Card directory.


Expansion Card
/
MP3
PALM
Recorder
OK
Cancel
New

When the active source medium is Expansion, the Filer dialog box appears.

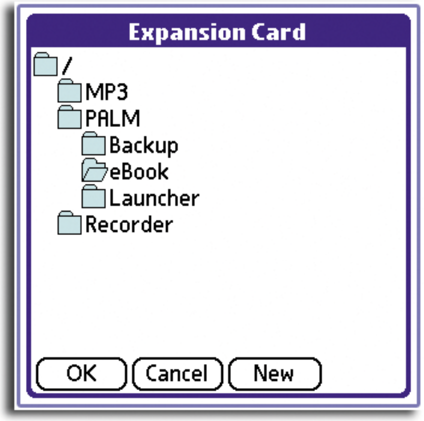

Filer
1 items selected
Expansion
/
Name
Size
MP3
PALM
Filer
Please specify destination:
To Internal
To Expansion Card
Cancel

3 Select a destination to which the selected file will be moved or copied.

- From the Expansion Card directory.

  a. Tap a folder to select it.

  The folder icon will open to identify it as the selected destination.


Expansion Card
/
MP3
PALM
Backup
eBook
Launcher
Recorder
OK
Cancel
New

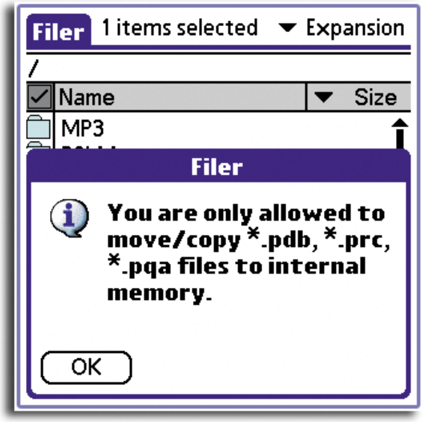
  b. Tap OK.

- From the Filer dialog box.

  a. Tap a destination tab.

  – Tapping the To Expansion Card tab will shift the screen to display the Expansion Card directory. Follow the substeps above for selecting a destination location.

  – The To Internal tab is only valid when the selected file is of a .pdb, .prc, or .pqa format. If the selected file is not of any of these format, the message below appears.


Filer
1 items selected
Expansion
/
Name
Size
MP3
Filer

You are only allowed to move/copy *.pdb, *.prc, *.pqa files to internal memory.

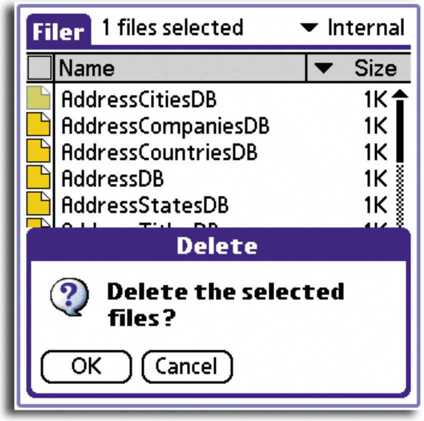
OK

Once a valid destination is selected, the move/copy command proceeds. A progress bar appears to display the operation status.

To delete a file

1 Select the file(s) you want to delete.

2 Tap Delete.


Filer
1 files selected
Internal
Name
Size
AddressCitiesDB 1K
AddressCompaniesDB 1K
AddressCountriesDB 1K
AddressDB 1K
AddressStatesDB 1K
Delete

Delete the selected files?

OK
Cancel

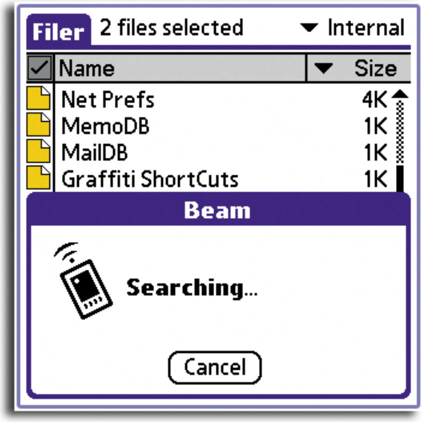
3 Tap OK on the confirmation dialog box that appears.

To beam a file

This command is only available when the active source medium is Internal.

1 Select the file(s) you want to beam.

2 Tap Beam.

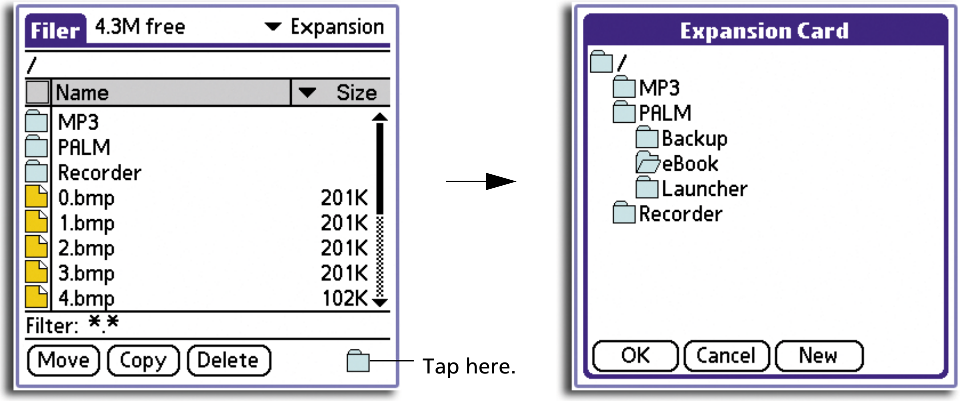

Filer
2 files selected
Internal
Name
Size
Net Prefs 4K
MemoDB 1K
MailDB 1K
Graffiti ShortCuts 1K
Beam
Searching...
Cancel

3 When the Beam dialog box appears, point the IR port directly at the IR port of the receiving handheld.

TIP: For best results, the handhelds should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two devices must be clear of obstacles. Beaming distance to other Palm OS handhelds may be different.

Folder operation

When using Filer with Expansion as the active source medium, the View Directory icon 🗀 is visible on the command bar. Tap this icon to display the Expansion Card screen where you can perform various folder management tasks including viewing directory contents, creating a new folder, and deleting a folder you no longer need.


Filer
4.3M free
Expansion
/
Name
Size
MP3
PALM
Recorder
0.bmp 201K
1.bmp 201K
2.bmp 201K
3.bmp 201K
4.bmp 102K
Filter: *.*
Move
Copy
Delete
Tap here.
Expansion Card
/
MP3
PALM
Backup
eBook
Launcher
Recorder
OK
Cancel
New

The Expansion Card screen shows the active directory.

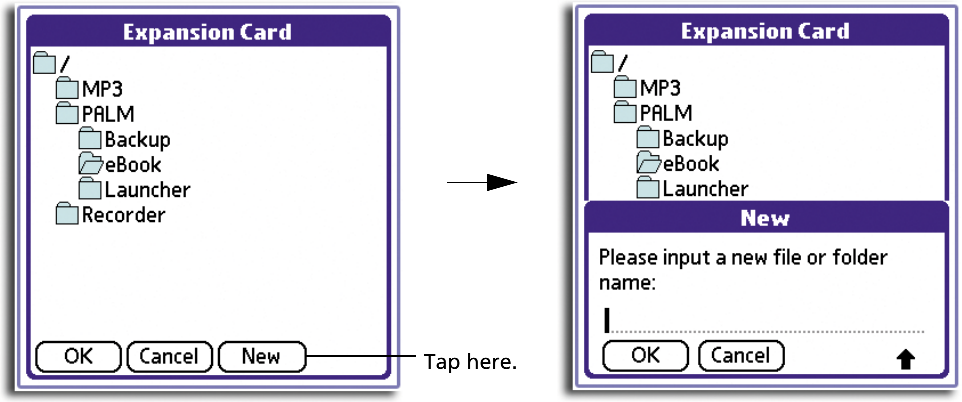
To create a new folder

1 Tap the directory where you want the new folder to be located.

2 Tap New.

The New screen appears.

3 Enter a name for the new folder.


Expansion Card
/
MP3
PALM
Backup
eBook
Launcher
Recorder
OK
Cancel
New
New

Please input a new file or folder name:

Tap here.

NOTE: The maximum number of characters for the name of a new folder also applies when renaming an existing folder.

---

4 Tap OK.

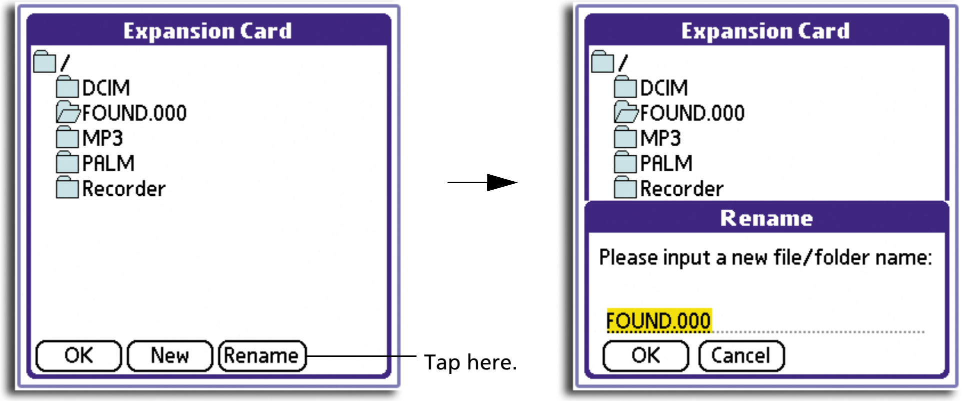
To rename a folder

This command is not available when the active folder is a system default folder; the Rename button is not visible on the screen.

1 Tap the folder you want to rename.

2 Tap Rename.

The Rename screen appears with the current folder name highlighted.


Expansion Card
/
DCIM
FOUND.000
MP3
PALM
Recorder
OK
New
Rename
Rename
Cancel

Please input a new file/folder name:

FOUND.000

Tap here.

3 Enter a new name for the selected folder.

4 Tap OK.

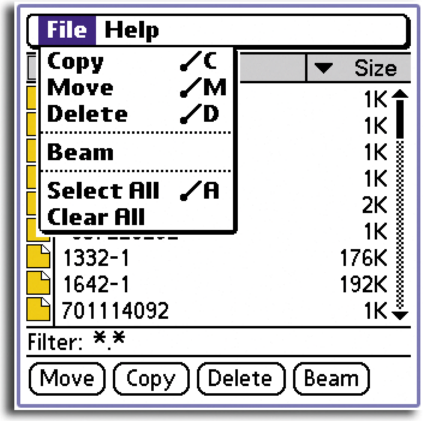
Filer menus

Filer menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

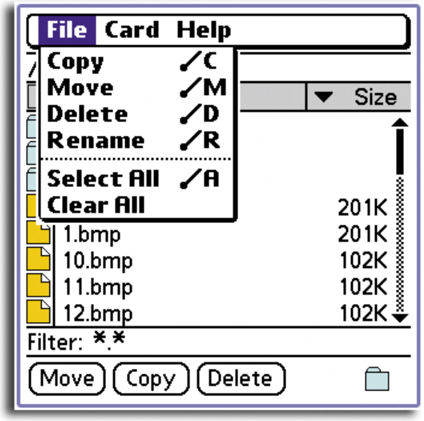
Filer has two basic menus: File and Help; when the active source medium is Expansion, an additional menu option is visible: Card.

File menu

The File menu differs depending on which source medium is active.

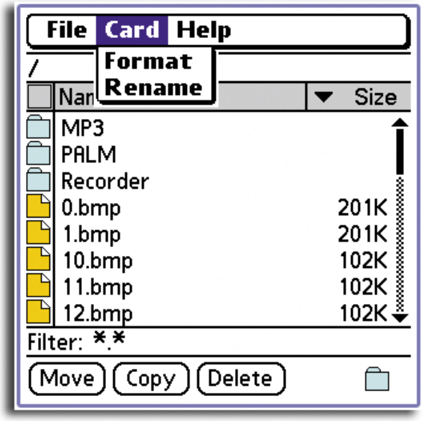

File
Help
Copy ⁄C
Move ⁄M
Delete ⁄D
Beam
Select All ⁄A
Clear All
Size
1K
1K
1K
1K
2K
1K
1332-1 176K
1642-1 192K
701114092 1K
Filter: *.*
Move
Copy
Delete
Beam

File menu when active
source medium is Internal


File
Card
Help
Copy ⁄C
Move ⁄M
Delete ⁄D
Rename ⁄R
Select All ⁄A
Clear All
Size
201K
1.bmp 201K
10.bmp 102K
11.bmp 102K
12.bmp 102K
Filter: *.*
Move
Copy
Delete

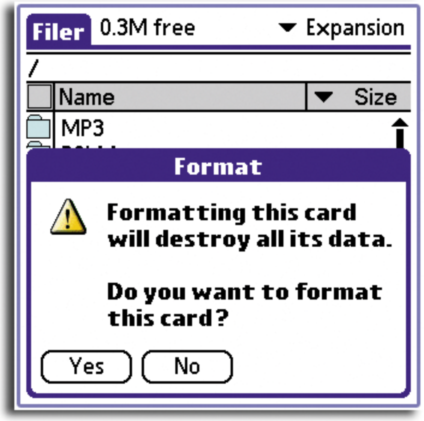
File menu when active source
medium is Expansion

Card menu


File
Card
Help
Format
Rename
/
Nam
Size
MP3
PALM
Recorder
0.bmp 201K
1.bmp 201K
10.bmp 102K
11.bmp 102K
12.bmp 102K
Filter: *.*
Move
Copy
Delete

Format

Opens the Format dialog box.


Filer
0.3M free
Expansion
/
Name
Size
MP3
Format
Yes
No

Formatting this card will destroy all its data.

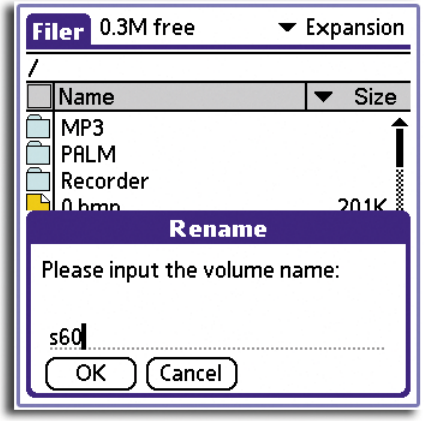
Do you want to format this card?

Tap Yes if you want to format the *Memory Stick*.

IMPORTANT: When you format a *Memory Stick*, all data stored in it will be lost.

Rename

Opens the Rename dialog box.

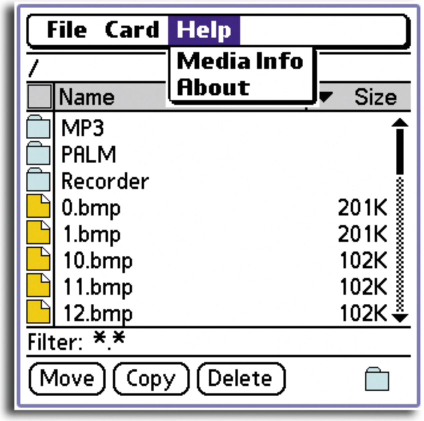

Filer
0.3M free
Expansion
/
Name
Size
MP3
PALM
Recorder
0.bmp
201K
Rename
OK
Cancel

Please input the volume name:

s60

Enter a new name for the card, then tap OK.

Help menu

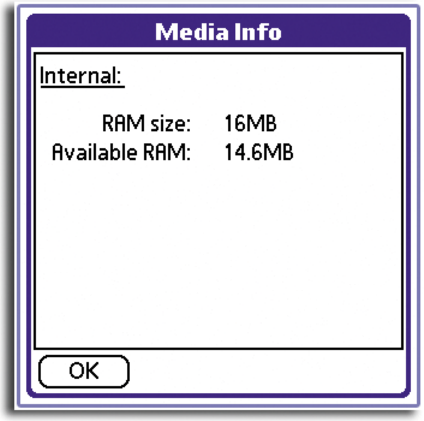

File
Card
Help
Media Info
About
Move
Copy
Delete

/

Name	Size
MP3	
PALM	
Recorder	
0.bmp	201K
1.bmp	201K
10.bmp	102K
11.bmp	102K
12.bmp	102K

Filter: *.*

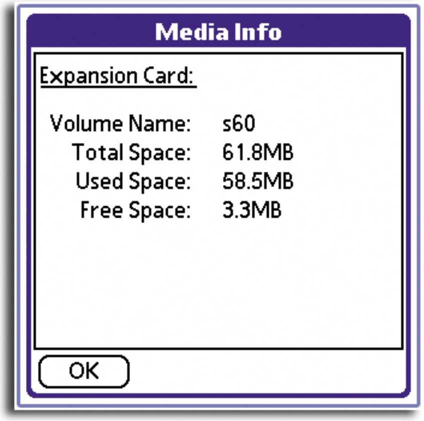
Medium Info Opens the Medium Info screen. It shows related system information about the active source medium.


Media Info
OK

Internal:

RAM size: 16MB
Available RAM: 14.6MB

Medium Info screen when active source medium is Internal


Media Info
OK

Expansion Card:

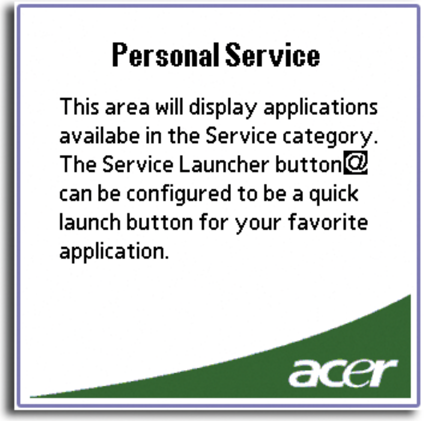
Volume Name: s60
Total Space: 61.8MB
Used Space: 58.5MB
Free Space: 3.3MB

Medium Info screen when active source medium is Expansion

@Using Service Launcher

Use Service Launcher to view icons of applications under the Service category of Applications Launcher. These icons are displayed in the Personal Service screen. Simply tap the icon in the Personal Service screen to launch the corresponding application.

When no application is available under the Service category, the screen below appears instead.



Personal Service

This area will display applications availabe in the Service category. The Service Launcher button@ can be configured to be a quick launch button for your favorite application.

QuickLaunch function

By default, tapping the Service Launcher icon @ on the upper-right corner of the Graffiti writing area will launch Service Launcher displaying the Personal Service screen. Using the QuickLaunch function, you can choose to reassign this icon to a specific Service application.

To define QuickLaunch setting

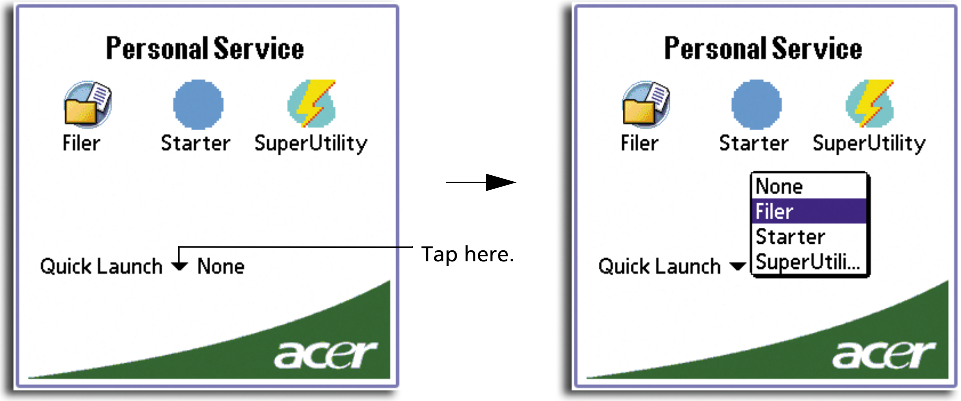
1 In the Personal Service screen, tap the QuickLaunch pick list.

Only names of applications categorised under the Service category of Applications Launcher are indicated in the pick list.

2 Select an application.

The selected application will now be launched every time you tap the Service Launcher icon @.

If you select None from the pick list, the QuickLaunch setting revert to its default value, that is tapping the Service Launcher icon @ will display the Personal Service screen.


Personal Service
Filer
Starter
SuperUtility
Quick Launch
None
Tap here.
Personal Service
Filer
Starter
SuperUtility
None
Filer
Starter
SuperUtili...
Quick Launch
acer
acer

Using Backup

Backup allows you to back up data files and applications from your handheld's internal memory to a *Memory Stick* and to restore data back to your handheld. This feature enables you to manage the contents of your handheld's internal memory based on your current space requirements.

NOTE: During a backup or restore process, all application buttons are disabled.

Backup function

The Backup function has two operating modes based on the scope of files to be backed up:

- **Complete Backup**. Scope of backup files includes all data and program files, including applications and databases stored in your handheld's internal memory.
- **Partial Backup**. Scope of backup files only includes PIM — referring only to your basic applications. Your handheld's basic applications include Date Book, Address Book, To Do List, Memo Pad, and Mail.

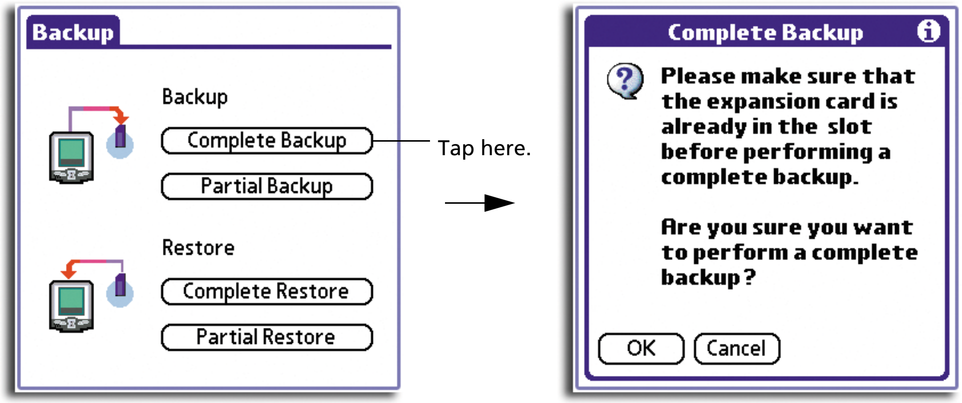
To perform a complete backup:

1. Insert a *Memory Stick* into your handheld's *Memory Stick* slot.

   Make sure the card has enough free space to accommodate the intended backup file.

2. In the Backup main screen, tap Complete Backup.

   The Complete Backup screen appears.

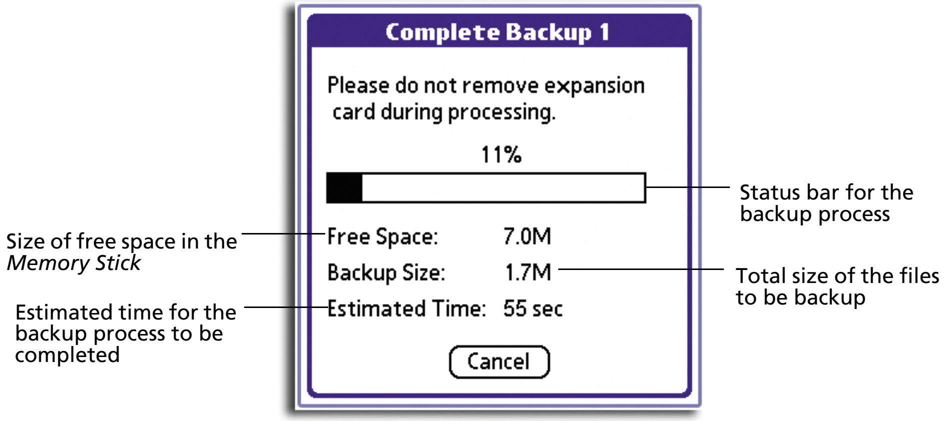

Backup
Backup
Complete Backup
Partial Backup
Restore
Complete Restore
Partial Restore
Tap here.
Complete Backup
OK
Cancel

Please make sure that the expansion card is already in the slot before performing a complete backup.

Are you sure you want to perform a complete backup?

3 Tap OK.

During the backup process, a progress screen displaying related backup information appears.


Complete Backup 1
Cancel
Status bar for the backup process
Size of free space in the *Memory Stick*
Total size of the files to be backup
Estimated time for the backup process to be completed

Please do not remove expansion card during processing.

11%

Free Space: 7.0M
Backup Size: 1.7M
Estimated Time: 55 sec

Tap Cancel to stop the backup process. No files will be saved and the backup process will be disregarded.

When the complete backup process is completed, a message box will appear to confirm it.

To perform a partial backup:

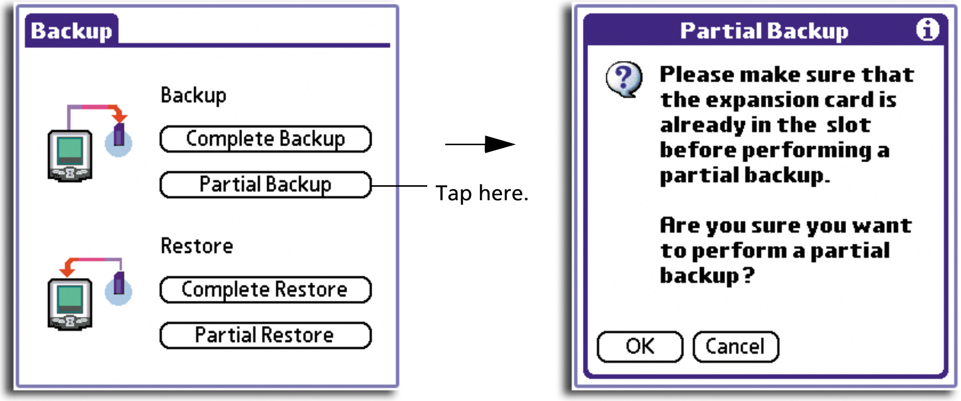
The procedure in performing a partial backup is similar to that of the complete backup.

1 Insert a *Memory Stick* into your handheld's *Memory Stick* slot.

Make sure the card has enough free space to accommodate the intended backup file.

2 In the Backup main screen, tap Partial Backup.

The Partial Backup screen appears.



Please make sure that the expansion card is already in the slot before performing a partial backup.

Are you sure you want to perform a partial backup?

Tap here.

3 Tap OK.

Elements in the Partial Backup progress screen are similar to those shown in the Complete Backup progress screen.

Tap Cancel to stop the backup process. No files will be saved and the backup process will be disregarded.

When the partial backup process is completed, a message box will appear to confirm it.

Restore function

The Restore function has two operating modes based on the type of backup data to be restored:

- **Complete Restore**. Enables you to restore backup data generated by a complete backup process from a *Memory Stick* to the internal memory of your handheld.
- **Partial Restore**. Enables you to restore backup data generated by a partial backup process from a *Memory Stick* to the internal memory of your handheld.

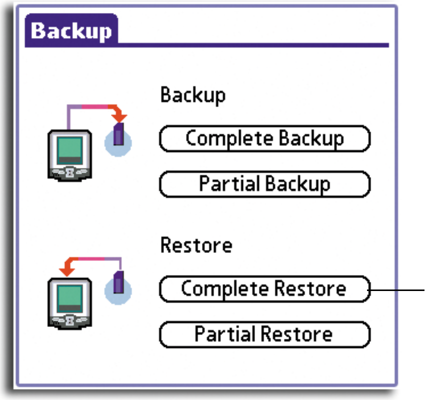
NOTE: Only backup files generated from the same handheld (same device ID) are available for selection in the Restore screen.

To perform a complete restore:

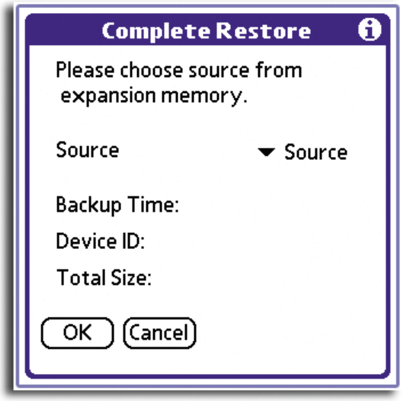
1 Insert the *Memory Stick* ,where the Backup-generated file was stored, into the *Memory Stick* slot.

2 In the Backup main screen, tap Complete Restore.

The Complete Restore screen appears.


Backup
Backup
Complete Backup
Partial Backup
Restore
Complete Restore
Partial Restore

Tap here.


Complete Restore
OK
Cancel

Please choose source from expansion memory.

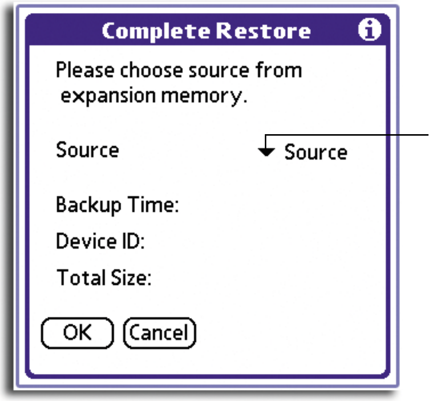
Source ▼ Source

Backup Time:

Device ID:

Total Size:

3 Tap the Source pick list to select which backup file to restore.


Complete Restore
OK
Cancel

Please choose source from expansion memory.

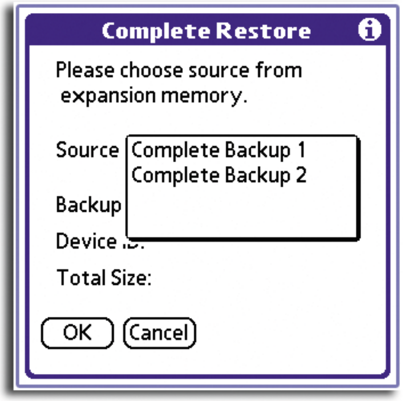
Source ▼ Source

Backup Time:

Device ID:

Total Size:

Tap here.


Complete Restore
Complete Backup 1
Complete Backup 2
OK
Cancel

Please choose source from expansion memory.

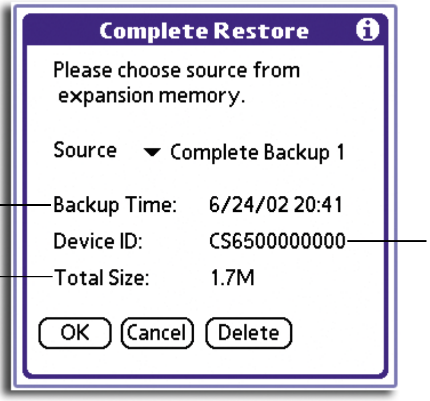
Source

Backup

Device

Total Size:

The Complete Restore screen displays the following information regarding the selected backup file:


Complete Restore
OK
Cancel
Delete

Please choose source from expansion memory.

Source ▼ Complete Backup 1

Backup Time: 6/24/02 20:41

Device ID: CS6500000000

Total Size: 1.7M

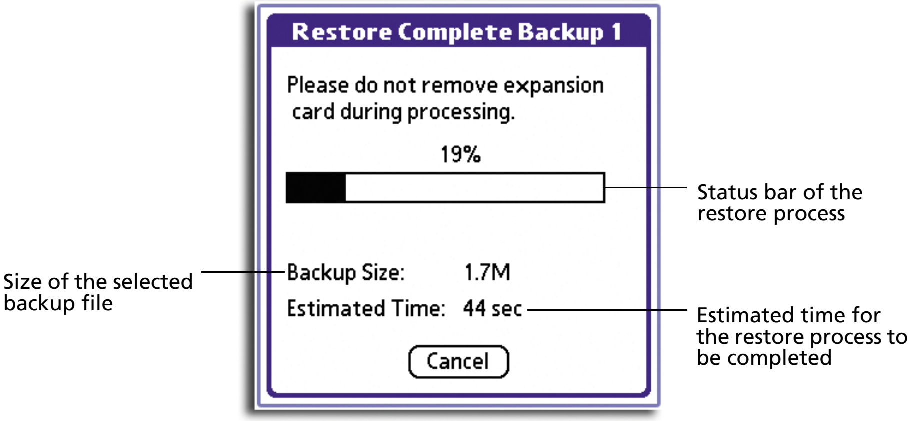
Date and time when backup file was created

Size of the selected backup file

Device (handheld) ID from where the backup file was generated

4 Tap OK.

During the restore process, a progress screen appears displaying related information on the restore process.



Restore Complete Backup 1

Please do not remove expansion card during processing.

19%

Backup Size: 1.7M

Estimated Time: 44 sec

Size of the selected backup file

Status bar of the restore process

Estimated time for the restore process to be completed

When the complete restore process is completed, a message box will appear to confirm it.

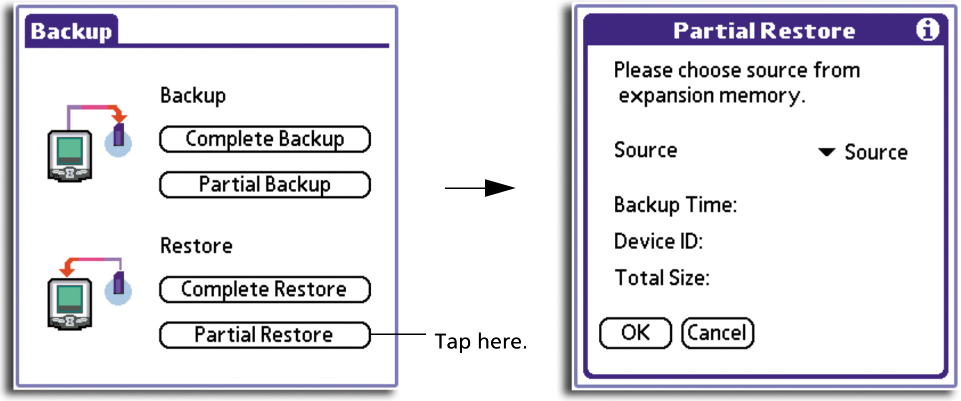
To perform a partial restore:

The procedure in performing a partial restore is similar to that of the complete restore.

1 Insert the *Memory Stick*, where the Backup-generated file was stored, into the *Memory Stick* slot.

2 In the Backup main screen, tap Partial Restore.

The Partial Restore screen appears.



Tap here.

Partial Restore

Please choose source from expansion memory.

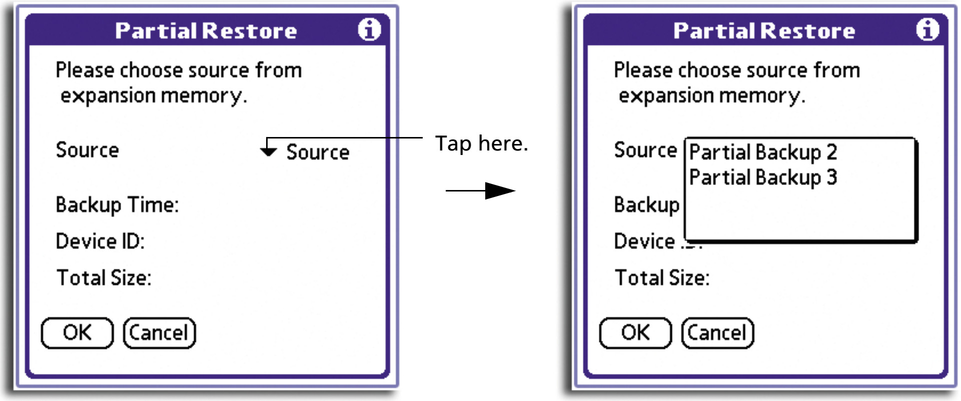
Source ▼ Source

Backup Time:

Device ID:

Total Size:

3 Tap the Source pick list to select which backup file to restore.


Partial Restore
Tap here.
Partial Restore
OK
Cancel
OK
Cancel

Please choose source from expansion memory.

Source Source

Backup Time:

Device ID:

Total Size:

Please choose source from expansion memory.

Source Partial Backup 2
Partial Backup 3

Backup

Device

Total Size:

The Partial Restore screen displays the same elements as the Complete Restore screen.

4 Tap OK.

Elements in the Partial Restore progress screen are similar to those shown in the Complete Restore progress screen.

When the partial restore process is completed, a message box will appear to confirm it.

Deleting a backup file from a *Memory Stick*

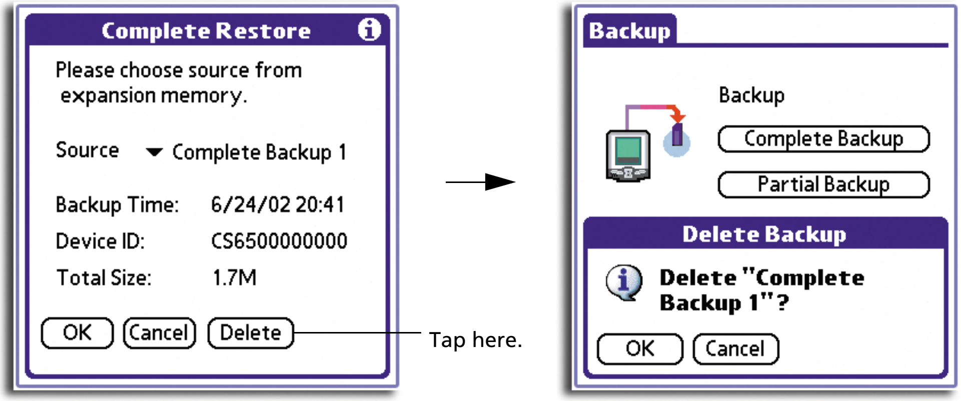
To increase the size of available free space in a *Memory Stick*, you have the option to delete backup files that you no longer need.

To delete a backup file from a *Memory Stick*

1 In either the Complete Restore or Partial Restore dialog box, tap the Source pick list to select the backup file you want to delete.

2 Tap Delete.

A confirmation dialog box appears.


Complete Restore
OK
Cancel
Delete
Tap here.
Backup
Backup
Complete Backup
Partial Backup
Delete Backup
OK
Cancel

Please choose source from expansion memory.

Source Complete Backup 1

Backup Time: 6/24/02 20:41

Device ID: CS6500000000

Total Size: 1.7M

Delete "Complete Backup 1"?

3 Tap OK.

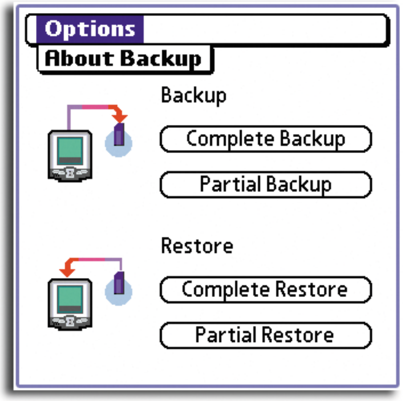
A status screen appears to show deletion progress. When deletion is completed, a message box appears to confirm it.

Backup menu

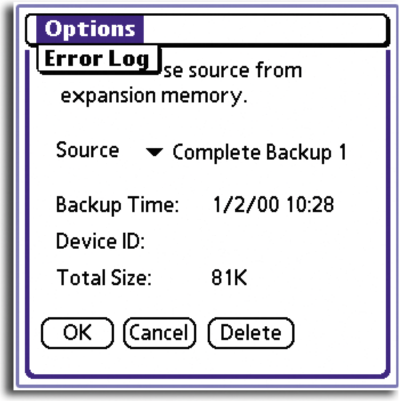
Backup has only one menu—Options.

Options menu

The Options menu differs depending on whether you are viewing it from the Backup main screen or from either of the Restore screens with a backup file selected from the Source pick list.


Options
About Backup
Backup
Complete Backup
Partial Backup
Restore
Complete Restore
Partial Restore

Options menu when viewing the Backup main screen


Options
Error Log
OK
Cancel
Delete

se source from expansion memory.

Source ▼ Complete Backup 1

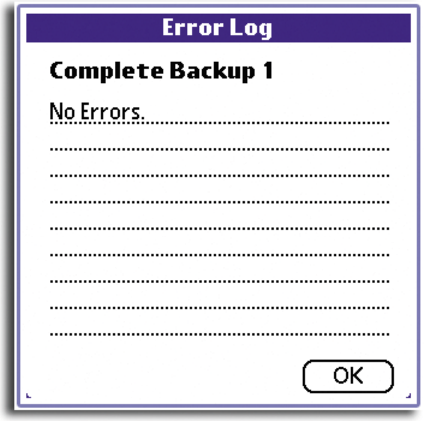
Backup Time: 1/2/00 10:28

Device ID:

Total Size: 81K

Options menu when viewing a Restore screen

Error Log Opens the Error Log screen. This screen displays a list of processing errors, if any, encountered during the backup process that generated the selected backup file. The log also indicates the cause of the processing error.


Error Log
OK

Complete Backup 1

No Errors.

5 Working with your PC utilities

Your handheld includes PC utilities designed to complement the functions of your handheld applications.

- Palm Desktop software *
- IntelliSync Lite *
- Voice Converter - the use of this application is only useful for users of the Acer s60 handheld since they're the ones who can access Recorder .pdb files from their handheld.
- WalkReader Converter
- PhotoWiz Converter

* For more information on using these utilities, refer to each utility's online Help.

This chapter explains how to use your handheld's PC utilities.

Installing PC utilities

You will first need to install the PC utilities into your computer before you can use them. The installation program are located on the Acer s50 and s60 Handhelds Installation CD. For instructions, refer to the Acer s50 and s60 Handhelds Quick Guide.

Selecting files when using the PC utilities

To select files in the source file list of any of the converter applications discussed here, do any of the following:

- **Left-click**. Selects a single file in the source file list.
- **Click and drag** or **Shift + Left-click**. Selects sequential files in the source file list.
- **Ctrl + Left-click**. Selects non-sequential files in the source file list.
- **Left-click on an empty area**. Deselects all selected file(s).

Also, the toolbar icons on the application main screen perform the same function as their corresponding commands on the menu bar and on the pop-up menu that appears when you right-click a source file.

Using Palm Desktop

The main function of the Palm Desktop software is to perform data sychronisation so that information in your handheld and your computer remains in sync with each other.

For more information on using this utility, refer to the Palm Desktop online help.

To launch Palm Desktop

1. In the Windows taskbar, click the start Button.
2. Select *Programs* > *Palm Desktop*.

Using IntelliSync Lite

IntelliSync Lite is a conduit that will allow you to synchronise the PIM data on your handheld with the Microsoft Outlook files on your computer. This application is automatically installed in your computer if you choose the Palm Desktop and Microsoft Outlook option as setup type during the Palm Desktop installation.

For more information on using this utility, refer to the IntelliSync Lite online help.

Using Voice Converter

With Voice Converter you can convert the .pdb audio files generated by Recorder into MP3 files that you can play from any regular MP3 player.

NOTE: Voice Converter only supports conversion of Recorder-generated .pdb files.

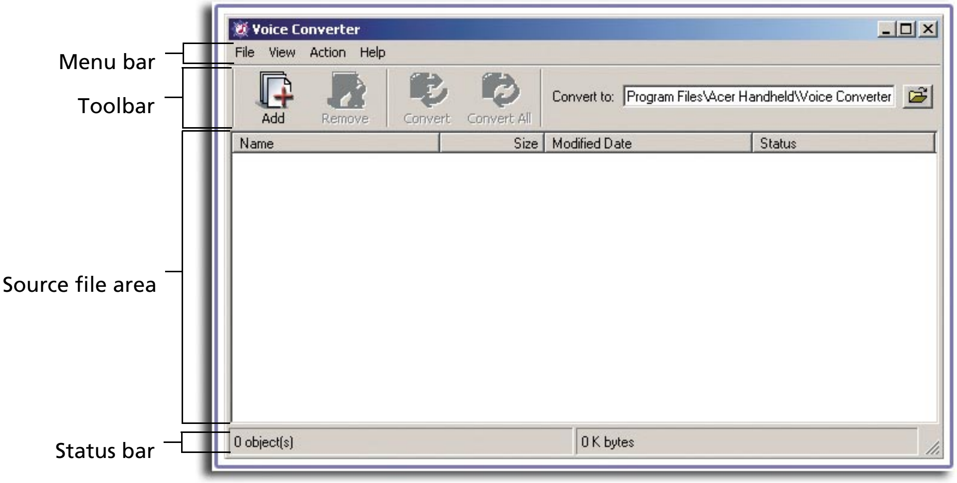
After conversion, you can transfer the converted files to your Acer s60 via HotSync.

Refer to page 213 for more information on performing HotSync operations.

To open Voice Converter

1. In the Windows taskbar, click the start Button.
2. Select *Programs* > *Acer Handheld* > *Voice Converter*.

   The Voice Converter main screen appears.


Menu bar
Toolbar
Source file area
Status bar
Voice Converter
File View Action Help
Add
Remove
Convert
Convert All
Convert to:
Program Files\Acer Handheld\Voice Converter
Name
Size
Modified Date
Status
0 object(s)
0 K bytes

Voice Converter toolbar

Use the four command icons on the toolbar to easily perform basic application tasks.

The Remove and Convert icons are disabled (grayed-out) when no file is selected in the source file list.

NOTE: These commands are also available on the menu bar.

To add a file to the source file list

NOTE: Adding a file to the source file list does not remove that file from its original location; only a copy of that file is added to the source file list.

1. Click the Add icon to display the Add window.
2. Define the source path of the file you want to add.
3. Select the file you want to add.

TIP: You can select and add multiple files at the same time.

4. Do one of the following:
   - If you selected a single file, click the Open button or double-click the selected file.
   - If you selected multiple files, click the Open button.

NOTE: The first time you add a file, the default destination folder is the program's path you defined during the installation process. After which, the default path will be change to the last folder from which you accessed a file for conversion.

To remove a source file from the source file list

1 In the source file list, select the file you want to remove.

TIP: You can select and remove multiple files at the same time.

---

2 Click the Remove icon .

TIP: You can also use the Delete key in your keyboard.

A confirmation dialog box appears.

3 Click OK.

To define the destination path for file conversion

The Convert to field in the toolbar shows the directory path where converted files will be saved to. By default, this path will be in the following format:

Drive:\Palm path\User path\Backup

where:

- Drive is the hard drive where Voice Converter was installed
- Palm path is the folder where Palm Desktop was installed
- User path is the user name selected for HotSync operations
- Backup is the system default folder where converted files will be saved

If you want to define a different destination path:

1 In the toolbar, click to display the Browse for Folder window.

2 Select a folder.

3 Click OK.

To convert a source file

1 In the source file list, select the file you want to convert.

TIP: You can select and convert multiple files at the same time.

---

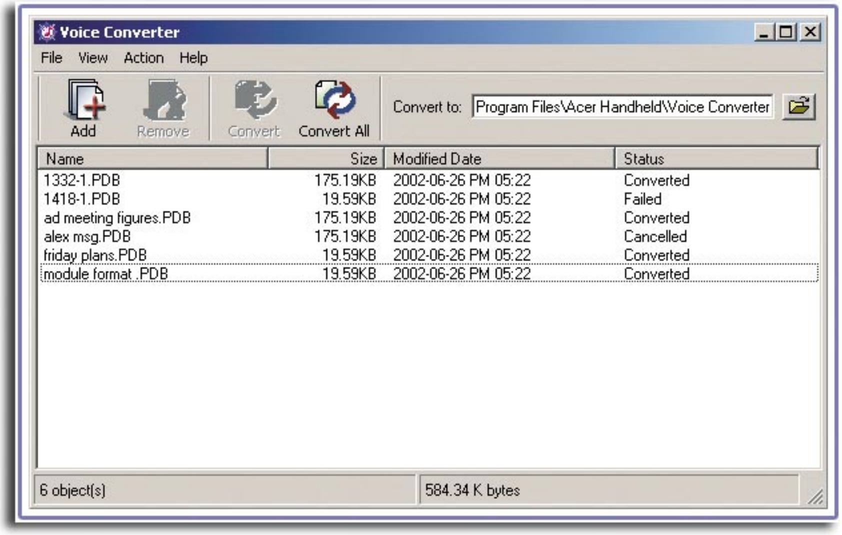
2 Click the Convert icon .

To convert all listed source files

- Click the Convert All icon .

Voice Converter source file list

The Voice Converter source file list displays four columns of information:



Convert to: Program Files\Acer Handheld\Voice Converter

Name	Size	Modified Date	Status
1332-1.PDB	175.19KB	2002-06-26 PM 05:22	Converted
1418-1.PDB	19.59KB	2002-06-26 PM 05:22	Failed
ad meeting figures.PDB	175.19KB	2002-06-26 PM 05:22	Converted
alex msg.PDB	175.19KB	2002-06-26 PM 05:22	Cancelled
friday plans.PDB	19.59KB	2002-06-26 PM 05:22	Converted
module format .PDB	19.59KB	2002-06-26 PM 05:22	Converted

6 object(s)   584.34 K bytes

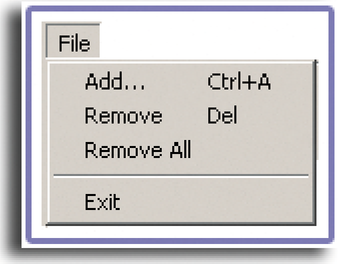
Name	Displays the filename of the source file.
Size	Displays the file size of the source file.
Modified Date	Displays the date when the source file was last modified.
Status	Displays the conversion status of the source file. • **Cancelled.** Indicates that the user has chosen not to overwrite an existing file. • **Converted.** Indicates that the source file has been successfully converted to MP3 format. • **Failed.** Indicates that an error occurred during file conversion. No MP3 file was generated.

Voice Converter menus

Voice Converter menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

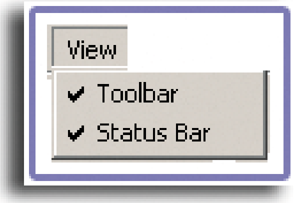
Voice Converter has four menus: File, View, Action, and Help.

File menu


File
Add... Ctrl+A
Remove Del
Remove All
Exit

Remove All	Removes all files from the source file list.
Exit	Closes Voice Converter.

View menu

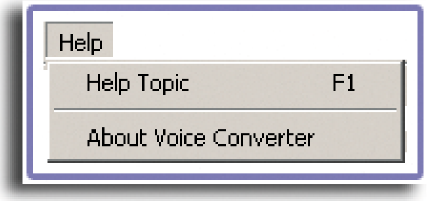

View
✓ Toolbar
✓ Status Bar

Toolbar Check to show the toolbar (default). To hide the toolbar, uncheck this option.

Status Bar Check to show the status bar (default). To hide the status bar uncheck this option.

- When a file is selected on the source file list, it shows the number of files selected and the total file size.
- When no file is selected on the source file list, it shows the total number of files in the list and the total file size.

Help menu


Help
Help Topic F1
About Voice Converter

Help Topic Click to display the Voice Converter online Help.

Using WalkReader Converter

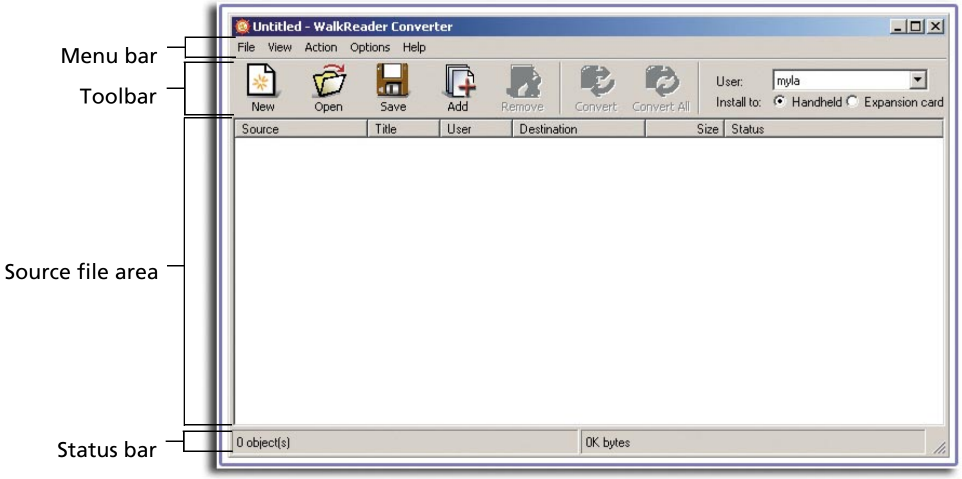
With WalkReader Converter, you can convert regular document files into Acer .pdb format files that you can access from your handheld using WalkReader.

To launch WalkReader Converter

1 In the Windows taskbar, click the start Button.

2 Select *Programs* > *Acer Handheld* > *WalkReader Converter*.

The WalkReader Converter main screen appears.


Menu bar
Toolbar
Source file area
Status bar
Untitled - WalkReader Converter
File
View
Action
Options
Help
New
Open
Save
Add
Remove
Convert
Convert All
Source
Title
User
Destination
Size
Status
0 object(s)
0K bytes

User: myla
Install to: ● Handheld ○ Expansion card

WalkReader Converter toolbar

Use the seven command icons on the toolbar to easily perform basic application tasks.

The first time you use the Open, Add, Save and Save As commands, the default destination folder is the program's path you defined during the installation process.

During subsequent WalkReader Converter sessions, the default path will be change to the last folder you opened or saved a list to For the Open, Save and Save As commands. For the Add command, it will be the last folder from which you accessed a file for conversion.

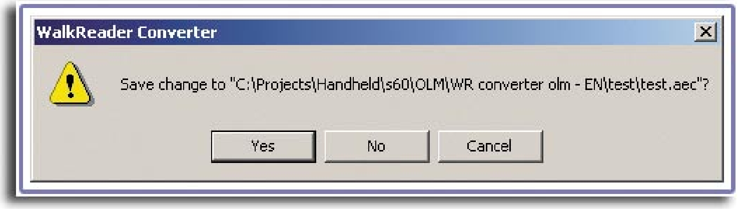
The Remove and Convert icons are disabled (grayed-out) when no file is selected on the source file list.

NOTE: These commands are also available on the menu bar.

To create a new list file

- Click the New icon .
  A new list file appears (.aec format).

  If there is an open, unsaved list file, a dialog box prompting the open list file to be save appears.



Save change to "C:\Projects\Handheld\s60\OLM\WR converter olm - EN\test\test.aec"?

Click Yes to save the open, unsaved list file; otherwise, click No.

To return to the open, unsaved list file, click Cancel.

To open an existing list file

1. Click the Open icon to display the Open window.
2. Define the source path of the list file you want to open.
3. Select the list file you want to open.
4. Do either of the following:
   - Click the Open button.
   - Double-click the selected list file.

To save a list file

- Click the Save icon .

To add a file to the source file list

NOTE: Adding a file to the source file list does not remove that file from its original location; only a copy of that file is added to the source file list.

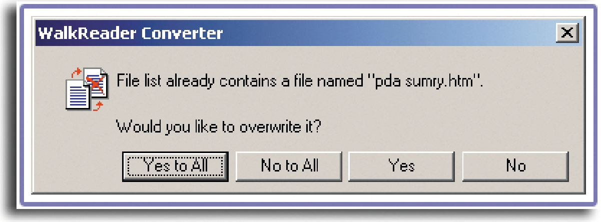
1. Click the Add icon to display the Add window.
2. Define the source path of the file you want to add.
3. Select the file you want to add.

TIP: You can select and add multiple files at the same time.

4. Do one of the following:
   - If you selected a single file, click the Open button or double-click the selected file.

- If you selected multiple files, click the Open button.

If an existing file in the source file list has the same filename and of the same file format as the file you intend to add, the dialog box below appears.

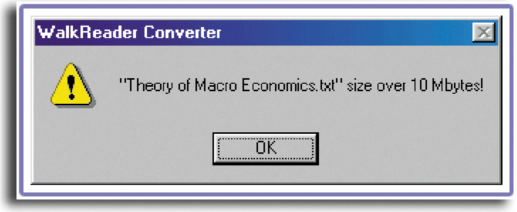


File list already contains a file named "pda sumry.htm".

Would you like to overwrite it?

Click Yes to overwrite the existing file; otherwise, click No.

The maximum file size for a source file to be converted by WalkReader Converter is 10 MB. When you try to add a file bigger than 10 MB, a warning message appears and the attempt to add the file to the source file list will be disregarded.



"Theory of Macro Economics.txt" size over 10 Mbytes!

To remove a file from the source file list:

1 In the source file list, click the file you want to remove.

NOTE: You can select and remove multiple files at the same time.

2 Click the Remove icon .

To convert a source file

1 Select where to install the converted file during HotSync operation. Options include:

- Handheld
- Expansion Card

The User and Install to fields are disabled if the Select a Palm Desktop User for Auto Installation option on the Destination window is unchecked.

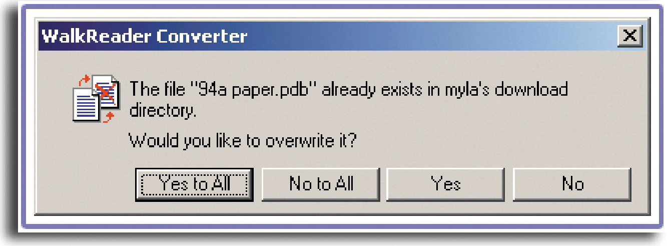
Refer to "Options menu" on page 167 for more information.

2 In the source file list, select the file you want to convert.

TIP: You can select and convert multiple files at the same time.

3. Click the Convert icon.

   If an existing eBook file in the destination folder has the same filename as the source file that is to be converted, the following dialog box appears:

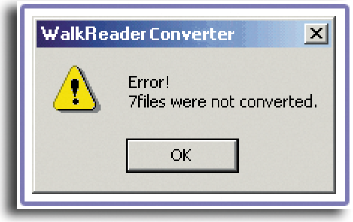


The file "94a paper.pdb" already exists in myla's download directory.

Would you like to overwrite it?

Click Yes to overwrite the existing file; otherwise, click No.

When an error is encountered during file conversion, the warning message below appears.



Error!
7files were not converted.

Click OK to revert to the WalkReader Converter main screen.

NOTE: The message boxes above also appear under similar circumstances during conversion of all listed source files.

To convert all files in the source file list:

- Click the Convert All icon.

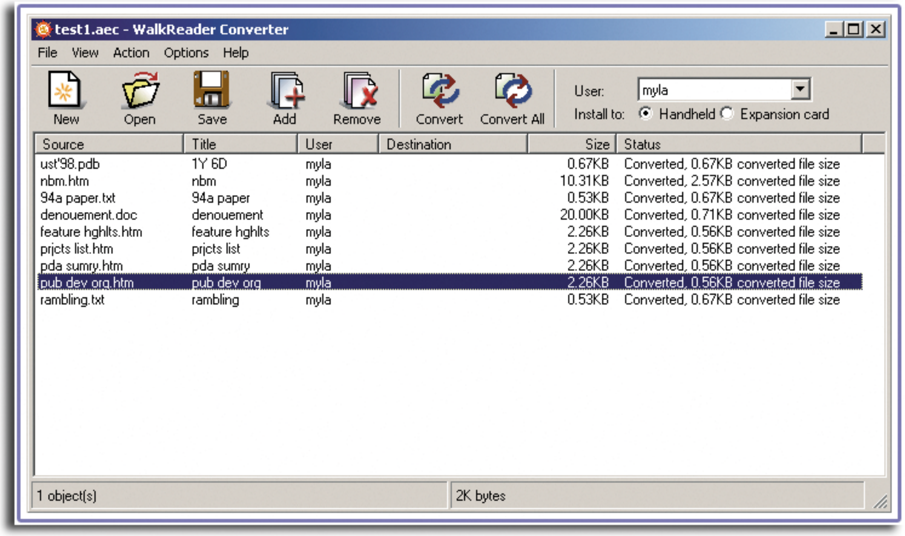
Conversion reminders

Note the following reminders before converting a source file:

1. When converting an .html file, remember to:
   - Keep only the internal hyperlinks (i.e., hyperlinks with target location within the same document). WalkReader does not support external hyperlinks.
   - Remove all images from the file. WalkReader only supports text material, not images.
2. When converting a Microsoft Word .doc file with hyperlinks, convert it first to HTML format.

WalkReader Converter source file list

The WalkReader Converter source file list displays six columns of information which include:



User: myla
Install to: ● Handheld ○ Expansion card

Source	Title	User	Destination	Size	Status
ust'98.pdb	1Y 6D	myla		0.67KB	Converted, 0.67KB converted file size
nbm.htm	nbm	myla		10.31KB	Converted, 2.57KB converted file size
94a paper.txt	94a paper	myla		0.53KB	Converted, 0.67KB converted file size
denouement.doc	denouement	myla		20.00KB	Converted, 0.71KB converted file size
feature hghlts.htm	feature hghlts	myla		2.26KB	Converted, 0.56KB converted file size
prjcts list.htm	prjcts list	myla		2.26KB	Converted, 0.56KB converted file size
pda sumry.htm	pda sumry	myla		2.26KB	Converted, 0.56KB converted file size
pub dev org.htm	pub dev org	myla		2.26KB	Converted, 0.56KB converted file size
rambling.txt	rambling	myla		0.53KB	Converted, 0.67KB converted file size

1 object(s)
2K bytes

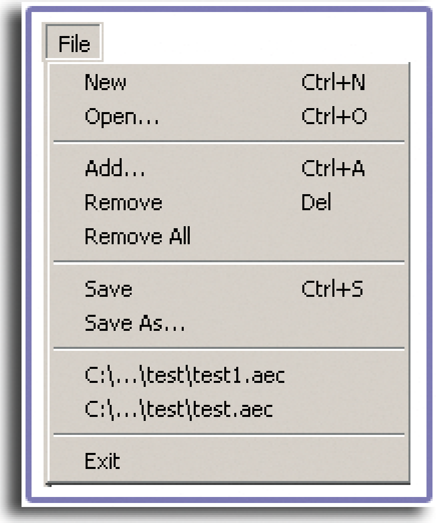
Source	Displays the filename of the source file.
Title	Displays the eBook's title defined in the File Properties screen. If no title is defined, this column will be left blank.
User	Displays the name of the Palm Desktop user defined in the Destination screen. If no user name is defined, this column will be left blank.
Destination	Displays the full path of the eBook's destination folder.
Size	Displays the file size of the source file.
Status	Displays the conversion status of the source file. • **Converted**. Indicates that the source file has been successfully converted to Acer eBook format; the file size of the eBook is also shown. • **Failed.** Indicates that an error occurred during file conversion. • **Cancelled.** Indicates that the user has chosen not to convert the source file.

WalkReader Converter menus

WalkReader Converter menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

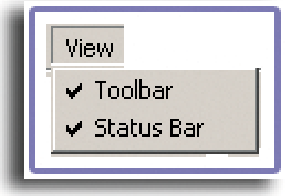
WalkReader Converter has five menus: File, View, Action, Options and Help.

File menu


File
New Ctrl+N
Open... Ctrl+O
Add... Ctrl+A
Remove Del
Remove All
Save Ctrl+S
Save As...
C:\...\test\test1.aec
C:\...\test\test.aec
Exit

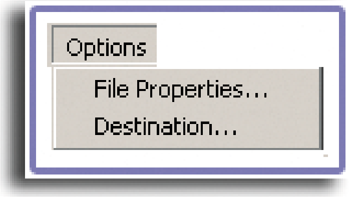
Remove All	Removes all files from the source file list.
Save As	Saves the active list file based on user-defined specifications.
File History	Displays the last five list files accessed during previous WalkReader Converter session.
Exit	Closes WalkReader Converter.

View menu


View
✓ Toolbar
✓ Status Bar

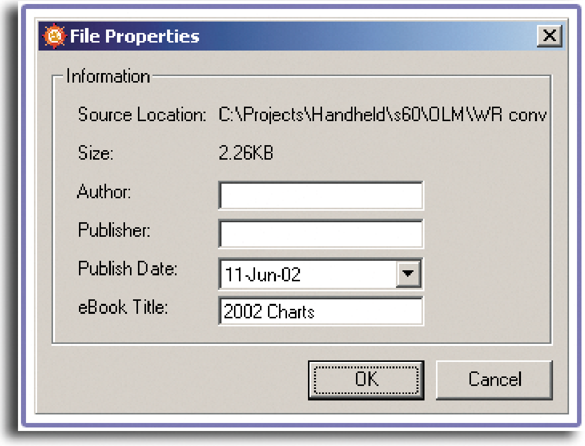
Toolbar	Check to show the toolbar (default). To the hide toolbar, uncheck this option.
Status Bar	Check to show the status bar (default). To hide the status bar uncheck this option. • When a file is selected on the source file list, it shows the number of files selected and the total file size. • When no file is selected on the source file list, it shows the total number of files in the list and the total file size.

Options menu



File Properties. Click to display the File Properties screen. This option is disabled when multiple files are selected in the source file list.

TIP: You can also display the File Properties screen by right-clicking a source file, then selecting Properties from the pop-up menu that appears.



Source Location: C:\Projects\Handheld\s60\OLM\WR conv
Size: 2.26KB
Author:
Publisher:
Publish Date: 11-Jun-02
eBook Title: 2002 Charts

Use this screen to define general information for the eBook file. This information is displayed in the Details screen of WalkReader when you open the eBook from your handheld.

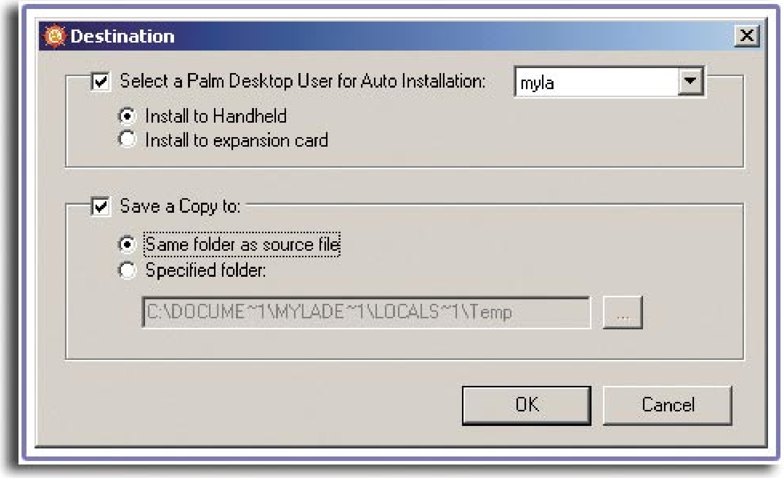
The first two items are non-configurable.

- **Source Location.** Shows the path of the eBook's source file.
- **Size.** Shows the file size of the corresponding eBook.

The last four items are user-configurable. Except for the Publish Date, you may choose to left the remaining fields blank.

- **Author**. Enter the name of the eBook's author.
- **Publisher.** Enter the name of the eBook's publisher.
- **Publish Date.** Click the pick list to display the date selector window and specify the eBook's publish date.
- **eBook Title.** Enter an eBook title.

Destination. Click to display the Destination screen.


Destination
☑ Select a Palm Desktop User for Auto Installation: myla
● Install to Handheld
○ Install to expansion card
☑ Save a Copy to:
● Same folder as source file
○ Specified folder:
C:\DOCUME~1\MYLADE~1\LOCALS~1\Temp
...
OK
Cancel

Use this screen to define default destination properties for all files in the source file list.

- **Select a Palm Desktop User for Auto Installation**. Select this option to choose a Palm Desktop user name where converted files will be installed during HotSync operation. The selected user name will appear in the toolbar's User field. When this option is deselected, the User and Install To fields on the toolbar will be disabled.

  There are two options:

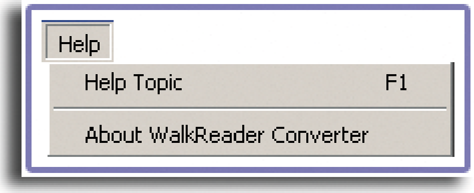
  - **Install to Handheld**. eBook files will be installed to your handheld's internal memory.
  - **Install to Expansion Card**. eBook files will be installed to a *Memory Stick*. When no *Memory Stick* is available during HotSync operation, converted files will automatically be installed in the handheld's internal memory.

- **Save a Copy to**. Select a folder where a copy of the eBook file will be save to.

  There are two options:

  - **Same folder as source file**. A copy of the eBook will be created in the same folder as the source file.
  - **Specified folder**. A copy of the eBook will be created in a defined path. Default path is the system Temp folder. Click the Browse button to select another path.

Help menu


Help
Help Topic F1
About WalkReader Converter

Help Topic	Click to display the WalkReader Converter online Help.

Using PhotoWiz Converter

Use PhotoWiz Converter to convert regular image files into a format viewable from your handheld using the PhotoWiz application. Converted images can be stored in three locations:

- In your handheld's internal memory - PhotoWiz .pdb format
- In a *Memory Stick* - .jpeg format
- In a local folder in your computer's hard disk - same file format as the source file

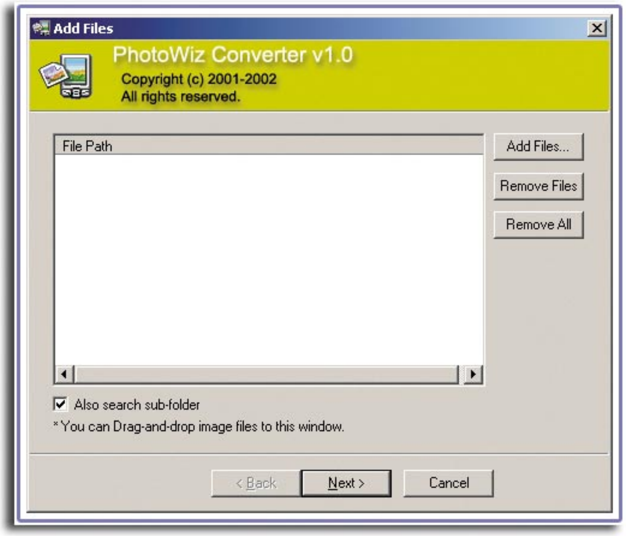
File formats supported by PhotoWiz Converter include .jpg, .gif, and .bmp.

To open PhotoWiz Converter

1 In the Windows taskbar, click the start Button.

2 Select *Programs* > *Acer Handheld* > *PhotoWiz Converter*.

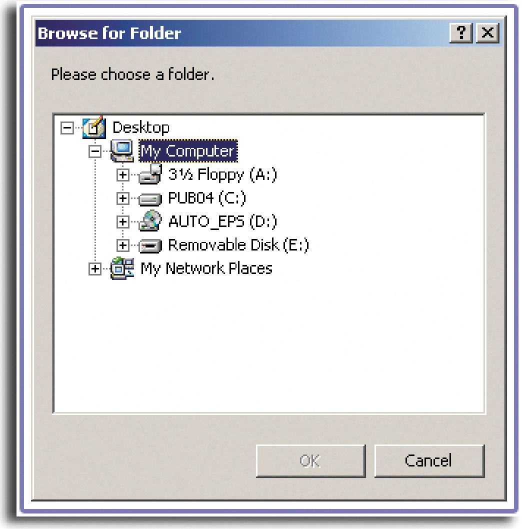
The PhotoWiz Converter Add Files screen appears.


Add Files
PhotoWiz Converter v1.0
Copyright (c) 2001-2002
All rights reserved.
File Path
Add Files...
Remove Files
Remove All
☑ Also search sub-folder
* You can Drag-and-drop image files to this window.
< Back
Next >
Cancel

Converting image files

1 Add image source files by doing either of the following:

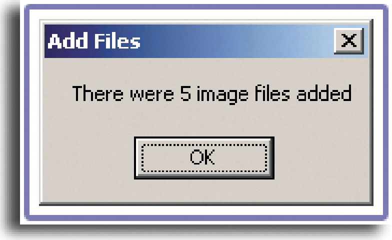
- Click the Add Files button, then from the Browse for Folder window, select the folder where the image source files are located, then click OK.


Browse for Folder
?
Please choose a folder.
Desktop
My Computer
3½ Floppy (A:)
PUB04 (C:)
AUTO_EPS (D:)
Removable Disk (E:)
My Network Places
OK
Cancel

All image files contained in the selected folder will be added to the File Path box.

NOTE: When the Also search sub-folder check box is selected, image files contained in any sub-folder under the selected folder will also be added to the FIle Path box.

- Drag and drop image files from a file browser window or from your desktop to the File Path box, then click OK on the Add Files dialog box.


Add Files

There were 5 image files added

OK

2 Click Next.

3 Select image size for the converted files by clicking any of the radio buttons.

If you want to retain the original dimension of source image file, click Do not resize.

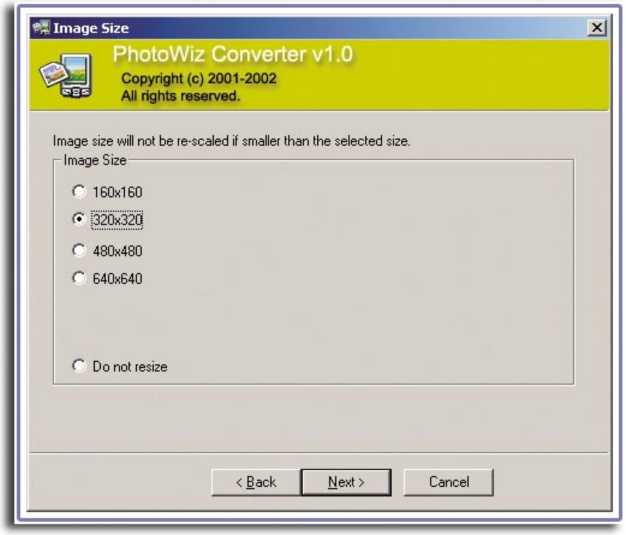


Image Size
PhotoWiz Converter v1.0
< Back
Next >
Cancel

Copyright (c) 2001-2002
All rights reserved.

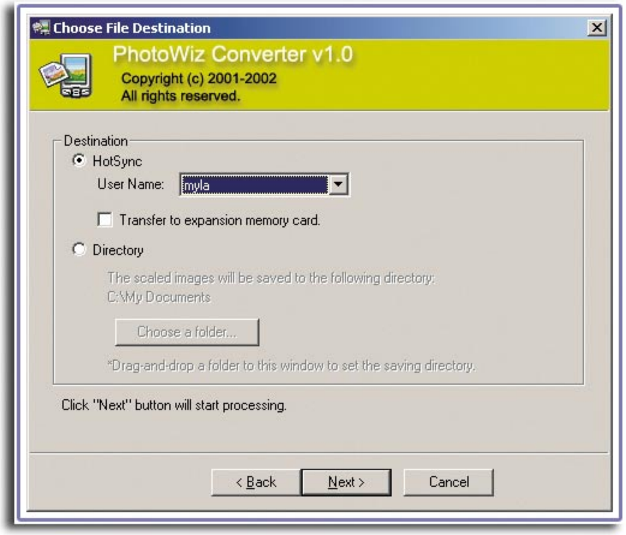
Image size will not be re-scaled if smaller than the selected size.

Image Size

○ 160x160
● 320x320
○ 480x480
○ 640x640
○ Do not resize

4 Click Next.

5 Choose a destination location where the converted files will be saved to.


Choose File Destination
PhotoWiz Converter v1.0
Choose a folder...
< Back
Next >
Cancel

Copyright (c) 2001-2002
All rights reserved.

Destination

● HotSync
User Name: myla
☐ Transfer to expansion memory card.
○ Directory
The scaled images will be saved to the following directory:
C:\My Documents
*Drag-and-drop a folder to this window to set the saving directory.

Click "Next" button will start processing.

Options include:

- HotSync
  Converted files will be automatically added to Palm Desktop Install Tool list. From the User Name pull-down menu, select the user name of the Acer handheld you wish to install the converted files to. If you wish to install the files in a *Memory Stick*, select the Transfer to expansion memory card check box.

The next time you perform a HotSync operation, converted files are installed to the selected handheld.

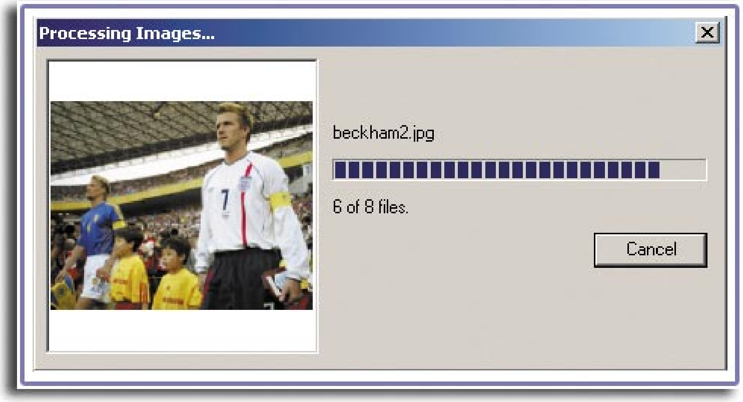
- Directory

  Converted files will be saved to a selected folder. Select a folder by doing either of the following:

  - Click the Choose a Folder button, then from the Browse for Folder window, select a destination folder, then click OK.
  - Drag and drop a folder from a file browser window to the Destination area. This will set the selected folder as default saving directory.

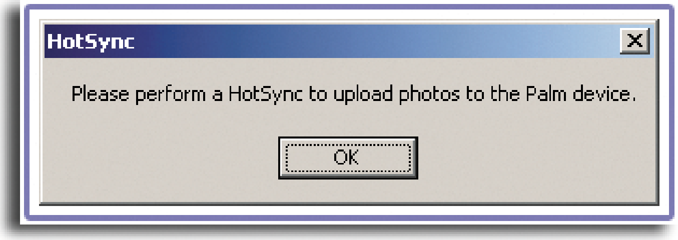
6 Click Next to start file conversion.

Window displays the processing status.



7 After file conversion is completed:

If selected destination option is HotSync, click OK on the HotSync dialog box.



Please perform a HotSync to upload photos to the Palm device.

To terminate the PhotoWiz Converter session, click Finish.

If you still wish to convert other files, click the Process More Files button. Window will revert to the Add Files screen. Settings defined from previous PhotoWiz Converter session are retained.

Use the Remove Files or the Remove All buttons to clear the source file list.

When PhotoWiz Converter is closed then reopened, all conversion settings revert to their default values.

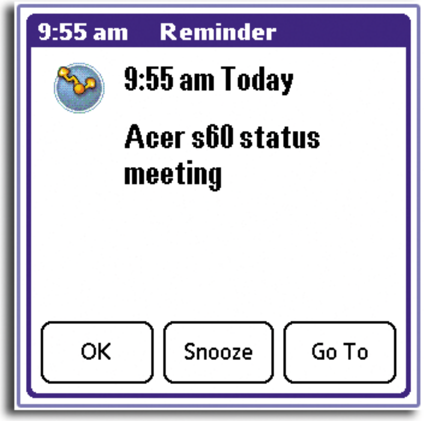
6 Using the Attention Manager

Except for Calculator and Service Launcher, all applications in your handheld will try to get your attention with some sort of alarm whenever an previously set alarm reminder is activated. Attention Manager allows you to conveniently manage all of these notifications in one place. Appointments and messages can stack up while you are away from your handheld. Attention Manager lets you view them from a single list, where you can selectively dismiss or follow up on each event.

Applications will signal for your attention at two different levels: insistent and subtle. Each will be discussed in detail below.

Insistent alarms

Insistent alarms open the Reminder dialog screen, and may play a sound or flash the LED indicator depending on your Alarm Preferences settings. Alarms continue until you snooze or dismiss them. If the sound can be interrupted, you can tap anywhere on the screen, or press any button to silence it. The Reminder dialog screen will always open immediately when new insistent alarms are posted.


9:55 am Reminder

9:55 am Today

Acer s60 status meeting

Using the Reminder command buttons

The Reminder dialog screen has three buttons for responding to an alarm.

OK	Tap to make the reminder go away, with no further notification.
Snooze	Tap to shift to the application that was running when the alarm went off. The Reminder dialog screen will again be displayed after five minutes, or you can tap the blinking indicator in the upper left corner of the screen to go back to the Reminder dialog screen right away. For more information, see "Understanding the blinking alarm indicator" on page 176.
Go To	Tap to shift to the application that created the alarm, and show the record that caused the alarm. You may have to navigate within the application. There will be no further notification.

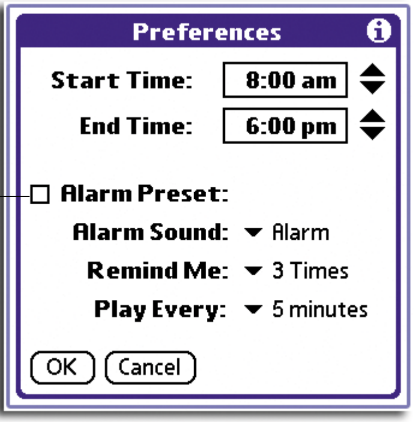
Setting the alarm preferences

You control the alarm preferences globally in the Alarm panel of the Prefs menu. Refer to "Alarm preferences" on page 232 for detailed instructions.

Setting alarm sound effects

Some applications allow you to set a song or a sound effect to use as an alarm, determine how many times to play it. For example, to set alarm preferences for a Date Book alarm, do the following:

1. In Date Book, tap the Menu icon ☰.
2. Tap the Options menu.
3. Select Preferences to display the Preferences screen.
4. Tap the Alarm Preset check box.



Preferences

Start Time: 8:00 am

End Time: 6:00 pm

☐ Alarm Preset:

Alarm Sound: Alarm

Remind Me: 3 Times

Play Every: 5 minutes

Tap here.

5 If you want alarms to sound, select a value for the following by tapping on their respective pick lists:

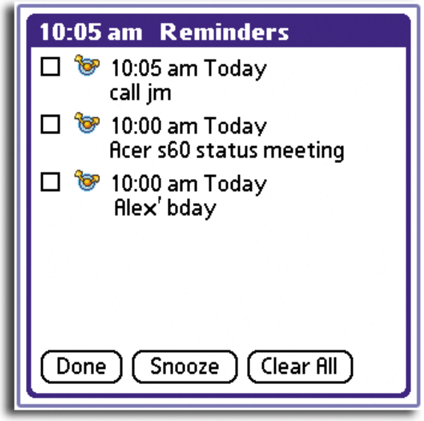
Alarm Sound	Sets the alarm sound effects, for example, Bird or Concerto.
Remind Me	Sets how soon you want the alarm to sound before the event.
Play Every	Sets how many times the alarm repeats before giving up; the pause between each time the alarm sounds

Using the Reminders list screen

The Reminder screen changes to display a list of items under two insistent alarm conditions:

- When a second application attempts to get your attention and the first has not been dismissed or snoozed.
- When the same application makes a second attempt when the first Reminder screen has not yet been dismissed or snoozed.

Each listed reminder contains the date and time of the event. Depending on the application displaying the reminder, you may see an icon representing the application, and up to two lines of text.



10:05 am Reminders

☐ 10:05 am Today
call jm

☐ 10:00 am Today
Acer s60 status meeting

☐ 10:00 am Today
Alex' bday

Tapping on the text or icon will "Go To" that item and delete the event from the Reminders list screen.

Tapping the check box will clear that item, similar to a To Do list item. The Attention Manager will draw a line through the text lines, pause for a moment, and then remove the item from the list, although the original data remains in the application.

The Reminders list screen displays three buttons that are used to respond to all of the items in the list:

Done	If the Reminders list appeared because of more than one insistent alarm, tapping Done closes the Reminders list screen, although the events will remain in the application that created them. The Reminders list screen will not appear again, unless you tap the blinking alarm indicator on the upper left corner of the screen. If the Reminders list appeared after you tapped the Snooze button, then tapped the blinking alarm indicator, then tapped the Done button, the reminder continue to snooze.
Snooze	Puts the Reminders list screen to sleep for five minutes. After this time interval, the Reminders list screen is displayed again. You can go directly to the Reminders list screen without waiting, by tapping the blinking alarm indicator.
Clear All	Removes all the items from the list. Tap this button to erase a list of events that have passed.

Subtle alarms

Some applications provide a visual, and an optional audible indication, but do not otherwise disrupt your workflow. Subtle alarms do not display a Reminders screen. Instead, a blinking indicator will flash in the upper left corner of the title bar when an alarm is activated.

Understanding the blinking alarm indicator

A blinking alarm indicator appears in the upper left corner of the title bar under the following conditions:

- While viewing a Reminder screen, you tap the Snooze button or in the Reminders list screen, you tap the Done or the Snooze button.
- A subtle alarm is present.

The indicator appears in three different states:

- **Off**. The indicator is not shown at all when the list is empty.
- **Blinking, two states**: When the list is not empty and there are no new items, the “star” indicator will blink on and off until the list has been emptied.
- **Blinking, three states**: When a new subtle alarm is received, the star will alternately flash, explode, then off, until you view the new event.

  Tapping the indicator opens the Attention Manager in list mode, even if there is only one item.

7 Managing your desktop email

Mail enables you to manage the email you send and receive through your computer's email application. You can read, reply to, compose, and delete emails on your handheld once you have performed a HotSync operation.

You can send or receive email after you have performed a HotSync operation, either locally using your handheld's cradle.

Mail synchronises the emails in the Inbox of your desktop email application with the emails in the Inbox on your handheld.

Setting up Mail on your computer

Before you use the Mail application for the first time, make sure that your computer's email application is installed and running. You must also set up the Palm Desktop software for use with your computer's email application.

NOTE: For instructions on how to set up Palm Desktop software, refer to "To install the Palm Desktop software" in the Acer s50 and s60 Handhelds Quick Guide.

Setting up the Mail application and HotSync options

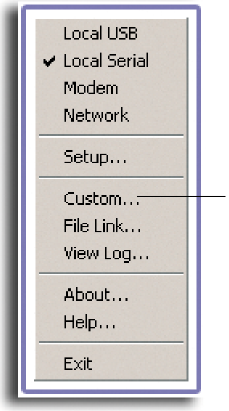
The following instructions assume that you have installed Palm Desktop software on your computer, but have not yet set up Mail.

To set up Mail on your computer

1. Choose one of the following options:
   - If you have not yet installed Palm Desktop software on your computer, install the software now. You will be prompted to set up Mail as part of the Palm Desktop installation.
   - If you already installed Palm Desktop on your computer, and set up Mail, skip to the next procedure, to set up the HotSync options for Mail.
2. Click the Start button on the Windows taskbar.
3. Select Programs, select Palm Desktop, and then click Mail Setup to begin the setup.
4. Follow the instructions onscreen to set up your handheld for use with your computer's email application.

To set or change HotSync options for synchronising the Mail application

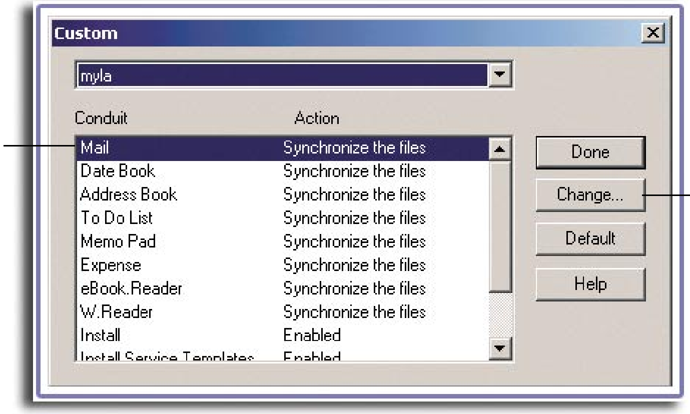
1. Do one of the following:
   - At the bottom right corner of the Windows taskbar (in the system tray), click the HotSync Manager icon .
   - If the HotSync Manager icon does not appear on the taskbar, do the following to display the icon, then click it. Click the Windows Start button, then select *Programs* > *Palm Desktop* > *HotSync Manager*.
2. From the pop-up menu, choose Custom.


Local USB
✓ Local Serial
Modem
Network
Setup…
Custom…
File Link…
View Log…
About…
Help…
Exit

Click here.

TIP: You can also choose Custom from the HotSync menu in Palm Desktop.

3. Choose Mail from the list box.
4. Click Change.

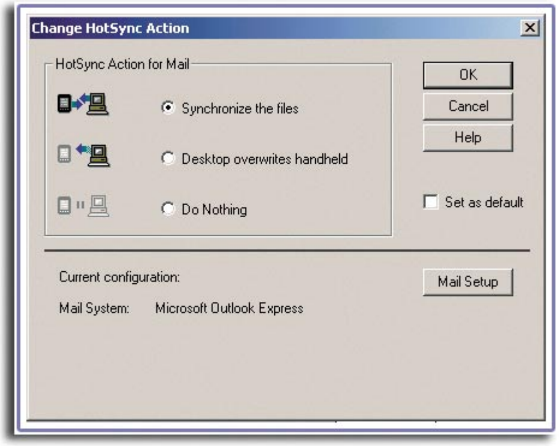

Custom
myla
Done
Change...
Default
Help

Conduit	Action
Mail	Synchronize the files
Date Book	Synchronize the files
Address Book	Synchronize the files
To Do List	Synchronize the files
Memo Pad	Synchronize the files
Expense	Synchronize the files
eBook.Reader	Synchronize the files
W.Reader	Synchronize the files
Install	Enabled
Install Service Templates	Enabled

Select Mail.

Click here.

5 Select one of the following options:


Change HotSync Action
HotSync Action for Mail
● Synchronize the files
○ Desktop overwrites handheld
○ Do Nothing
OK
Cancel
Help
☐ Set as default
Mail Setup

Current configuration:

Mail System: Microsoft Outlook Express

Synchronize the Files	Synchronises the email on your Palm Desktop software and your computer's email application.
Desktop overwrites handheld	Replaces the email on your handheld with the email in your computer's email application. Use this option only if the two inboxes get out of sync for some reason. This setting applies to only one HotSync operation and then reverts to the default.
Do Nothing	Turns off communication between your handheld and your computer's email application. This setting applies to only one HotSync operation and then reverts to the default.
Set As Default	Changes the default setting for all HotSync operations.

NOTE: When you first set up Mail, Synchronize the Files is the default setting.

- To turn off Mail, select Do Nothing and then select the Set As Default check box.

6 Click OK.

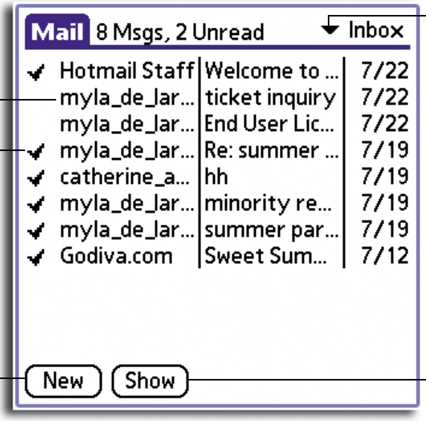
Synchronising Mail with your email application

After you turn on and set up Mail, you must perform a HotSync operation to synchronise Mail with your computer's email application.

For complete information on using HotSync, refer to page 213.

To open Mail

- In Applications Launcher, tap the Mail icon to display the Mail list screen.



Mail 8 Msgs, 2 Unread ▼ Inbox

✓	Hotmail Staff	Welcome to ...	7/22
	myla_de_lar...	ticket inquiry	7/22
	myla_de_lar...	End User Lic...	7/22
✓	myla_de_lar...	Re: summer ...	7/19
✓	catherine_a...	hh	7/19
✓	myla_de_lar...	minority re...	7/19
✓	myla_de_lar...	summer par...	7/19
✓	Godiva.com	Sweet Sum...	7/12

Folder pick list

Unread email

Previously read email

Tap here to create new email.

Tap here to display Show Options box.

Viewing, creating, and replying to email

The Mail application lets you create emails that you can view, edit, and send from your computer's email application. It also allows you to reply to emails received by your computer's email application. The first time you open Mail, it displays the Mail list screen.

Viewing email items

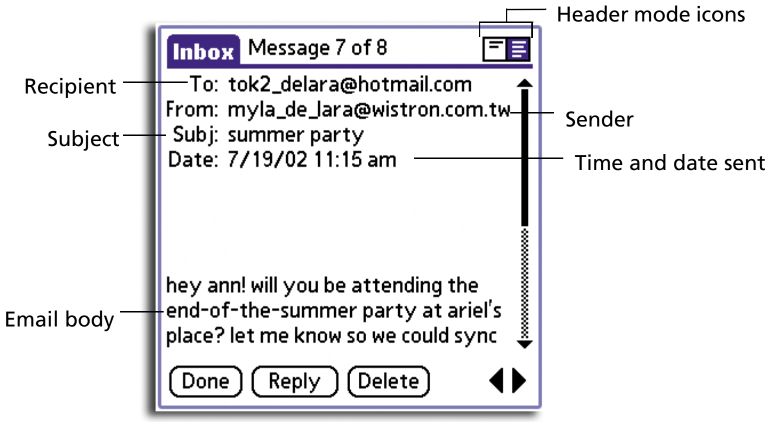
The Mail list displays a list of your incoming email items, who sent them, and the date they were received.

A check mark indicates that the email have already been read. Email items in bold text indicates a high-priority level.

To view email items

- Tap an item in the Mail list.

  By default, the Mail application shows only the From and Subject fields. You can display complete information about the sender, receiver, and copied recipients, as well as the subject and the date the email item was created.



Header mode icons

Recipient

Subject

Sender

Time and date sent

Email body

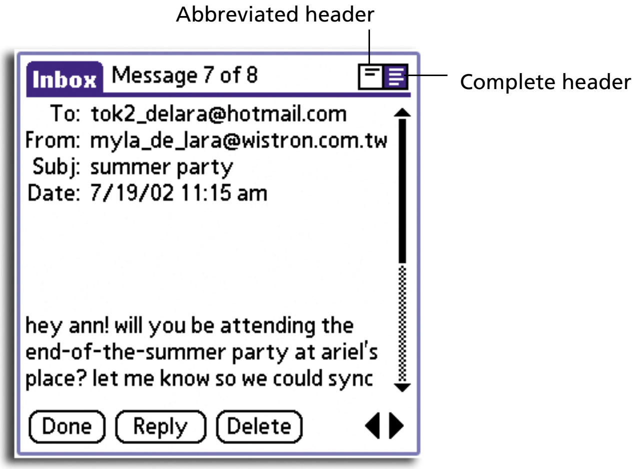
Inbox Message 7 of 8

To: tok2_delara@hotmail.com
From: myla_de_lara@wistron.com.tw
Subj: summer party
Date: 7/19/02 11:15 am

hey ann! will you be attending the end-of-the-summer party at ariel's place? let me know so we could sync

To change header information

- Tap a header mode icon in the upper right corner of the screen:



Abbreviated header

Complete header

Inbox Message 7 of 8

To: tok2_delara@hotmail.com
From: myla_de_lara@wistron.com.tw
Subj: summer party
Date: 7/19/02 11:15 am

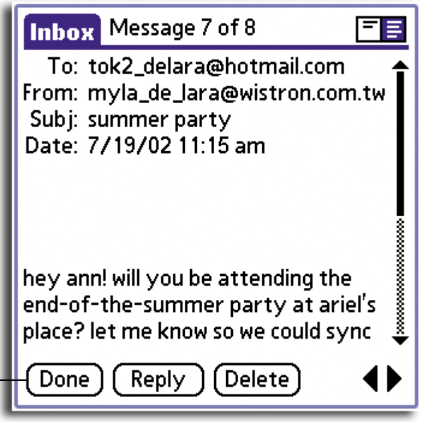
hey ann! will you be attending the end-of-the-summer party at ariel's place? let me know so we could sync

Abbreviated Header	Redisplay the abbreviated header.
Complete Header	Display the complete information about the sender, receiver, and copied recipients, in addition to the subject and date the email item was created.

NOTE: The header type you select is applied to all email items.

To close an email item

- To close an email item, tap Done.


Inbox
Message 7 of 8

To: tok2_delara@hotmail.com
From: myla_de_lara@wistron.com.tw
Subj: summer party
Date: 7/19/02 11:15 am

hey ann! will you be attending the end-of-the-summer party at ariel's place? let me know so we could sync

Done
Reply
Delete

Tap here.

Creating email items

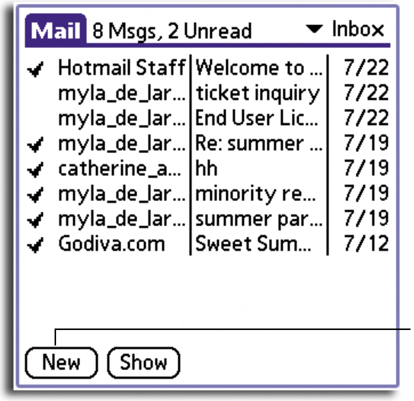
You create email items in Mail the same way you create email in your computer's email application:

- Identify the recipient of the email item (To field).
- Define a subject (Subject field).
- Create the email body.

At a minimum, all email items must contain information in the To and Subject fields. You create original email items and replies in the New Message screen.

To create an email item

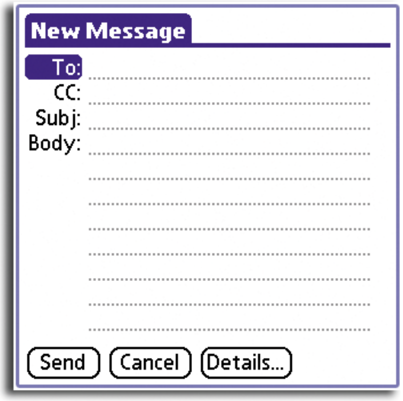
1 Tap New to display the New Message screen.


Mail
8 Msgs, 2 Unread
Inbox

✓	Hotmail Staff	Welcome to ...	7/22
	myla_de_lar...	ticket inquiry	7/22
	myla_de_lar...	End User Lic...	7/22
✓	myla_de_lar...	Re: summer ...	7/19
✓	catherine_a...	hh	7/19
✓	myla_de_lar...	minority re...	7/19
✓	myla_de_lar...	summer par...	7/19
✓	Godiva.com	Sweet Sum...	7/12

New
Show

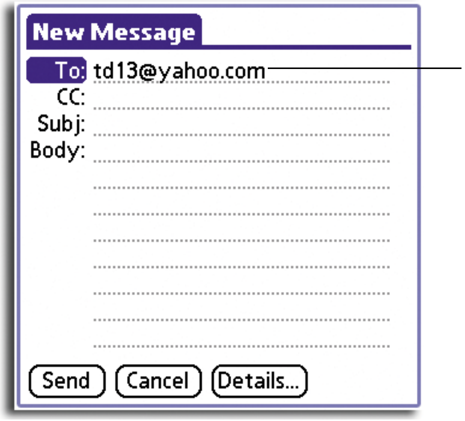
Tap here.


New Message
To:
CC:
Subj:
Body:
Send
Cancel
Details...

TIP: You can also create an email item by tapping New in the Message menu.

2 Enter the email address of the recipient, using the same format as you would from your computer's email application.

For example, if you are sending an email item to a user on the same network, you don't have to add Internet information, such as @mycorp.com.



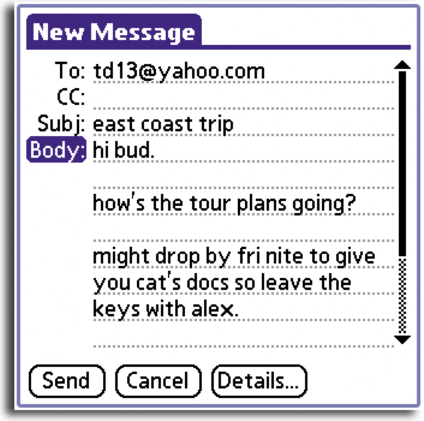
To: td13@yahoo.com
CC:
Subj:
Body:

Enter recipient's address

3 To send a copy of the email item to additional recipients, tap the CC field, and enter the email addresses of the additional recipients, separating the addresses with a comma followed by a space.

4 Tap the Subject (Subj:) field and enter a subject for your email item.

5 Tap the Body field and enter the text of your email item.



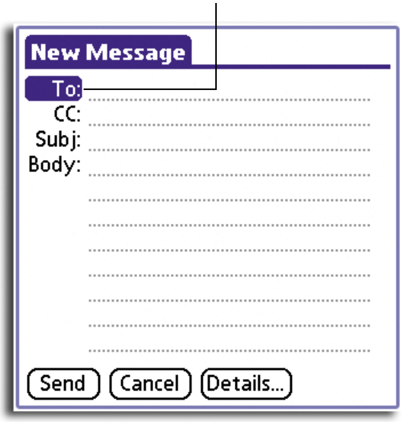
To: td13@yahoo.com
CC:
Subj: east coast trip
Body: hi bud.

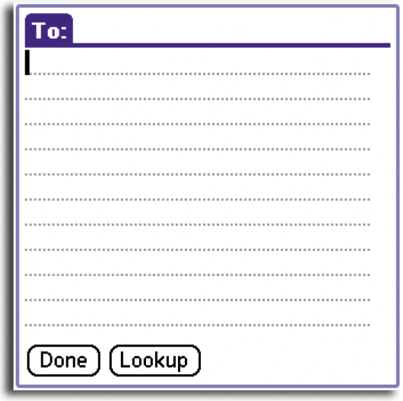
how's the tour plans going?

might drop by fri nite to give you cat's docs so leave the keys with alex.

If the address, CC, subject, or body exceeds the capacity of the screen display, tap the name of the field (for example, tap “To:”) to expand that field. Tap Done to return to the New Message screen.

Tap the name of the field to open it.

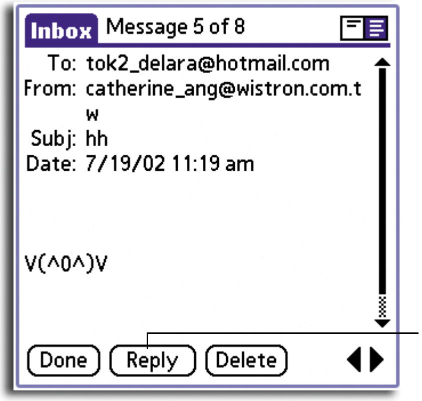

New Message
To:
CC:
Subj:
Body:
Send
Cancel
Details...


To:
Done
Lookup

To reply to an email item

1 Tap an email item in the Mail list to display it.

2 Tap Reply to display the Reply Options screen

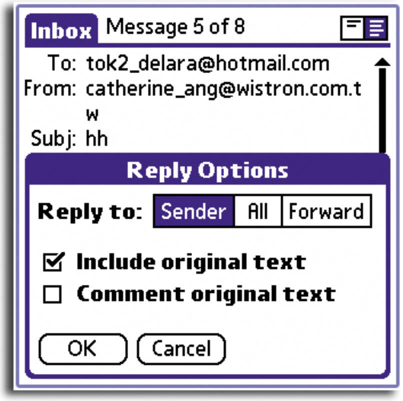

Inbox
Message 5 of 8

To: tok2_delara@hotmail.com
From: catherine_ang@wistron.com.tw
Subj: hh
Date: 7/19/02 11:19 am

V(^0^)V

Done
Reply
Delete

Tap here.


Inbox
Message 5 of 8

To: tok2_delara@hotmail.com
From: catherine_ang@wistron.com.tw
Subj: hh

Reply Options

Reply to: Sender | All | Forward

☑ **Include original text**
☐ **Comment original text**

OK
Cancel

3 Select who should receive the reply by tapping an option from the Reply To option frames. There are three options:

- **Sender**
- **All** (recipients)
- **Forward**. To reply to someone who didn’t see the original email item.

4 Tap the Include Original Text check box to include the original email message in the reply. Clearing the option creates a blank reply.

If you selected Include Original Text, tap Comment Original Text to let you edit the original text.

5 Tap OK.

6 Enter the text of your reply.

7 If you are forwarding the message, enter a recipient in the To field.

8 Tap Send to place your reply in the Outbox.

See "Storing and editing email items" on page 188 for more information.

The email items you create are stored in your handheld’s Outbox folder until you perform a HotSync operation to synchronise your device with your computer.

Looking up an address

To identify the recipient of an email item, you must enter that person’s email address. You can either enter the data directly in the To or CC field, or use the Look Up command to access the information from your Address Book.

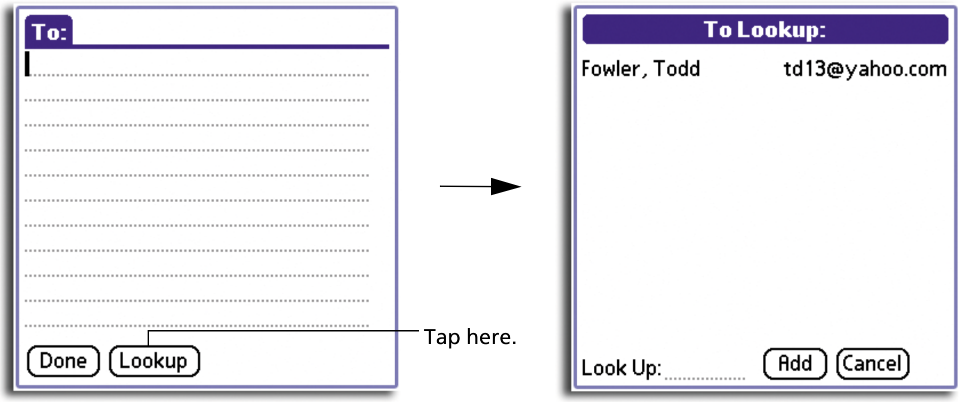
To look up an email address

1 In the Mail list, tap New.

2 In the New Message screen, tap either the To or CC field name to expand it.

3 Choose from the following options:

- Tap Lookup to display the field’s Lookup screen. The Lookup screen lists all Address Book records that contain information in the email field.



Fowler, Todd td13@yahoo.com

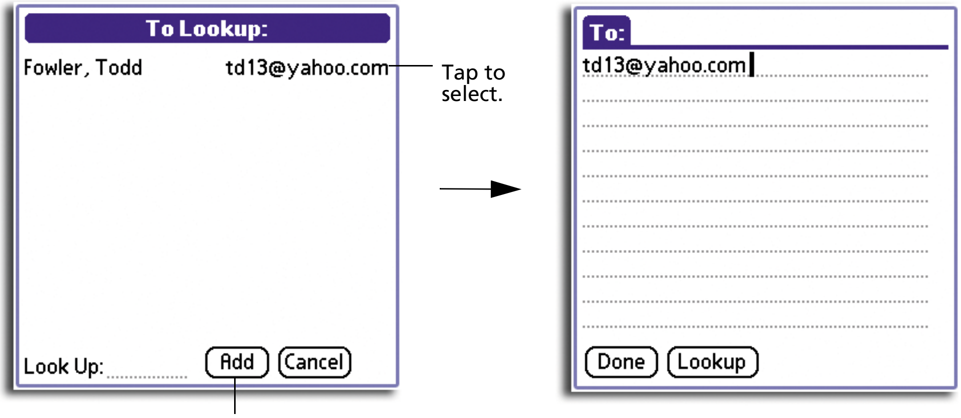
Tap here.

- Enter the first few letters of the last name of the person whose address you want to find, and tap Lookup. If your handheld completes the desired address for you, tap Done to return to the New Message screen.

TIP: You can also display the Lookup dialog box from the New Message, To or CC screens by tapping the Menu icon on the front panel of your handheld; then tap Options and tap Lookup. Or use the Graffiti Command stroke /L.

4 In the Lookup screen, enter the first letter of the entry you want, to scroll to the first entry that begins with that letter. Enter additional letters to have the list scroll to the first entry that starts with those letters.

5 Tap an address to select it, then tap Add.



To Lookup:

Fowler, Todd td13@yahoo.com

Look Up:

To:

td13@yahoo.com

Tap to select.

Tap here to enter address in field.

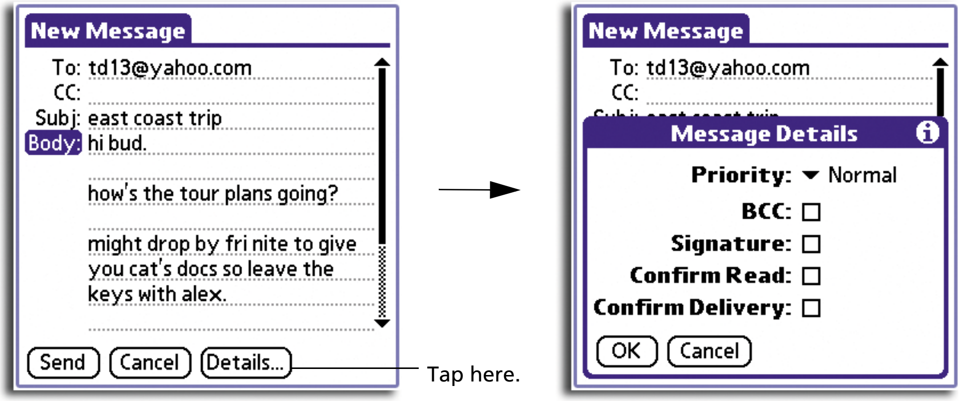
6 Tap Done to return to the New Message screen.

Adding details to email items

Before you send your email item, you can add additional information to the message if your computer's email application supports the feature. For example, you can specify the message's priority, create a blind carbon copy, add a signature, or confirm that the message was delivered or read. Your handheld cannot attach an email item details or attributes that your computer's email application does not support.

To add details to an email item

1 In the New Message screen, tap Details.



New Message

To: td13@yahoo.com
CC:
Subj: east coast trip
Body: hi bud.

how's the tour plans going?

might drop by fri nite to give you cat's docs so leave the keys with alex.

Tap here.

New Message

To: td13@yahoo.com
CC:

Message Details

Priority: Normal
BCC: ☐
Signature: ☐
Confirm Read: ☐
Confirm Delivery: ☐

2 Choose from the following options:

Priority	Tap the pick list to display the Priority options. There are three options: High, Normal, and Low priority.
BCC	Creates a blind carbon copy field in the New Message screen.
Signature	Attaches a previously defined text at the end your email.

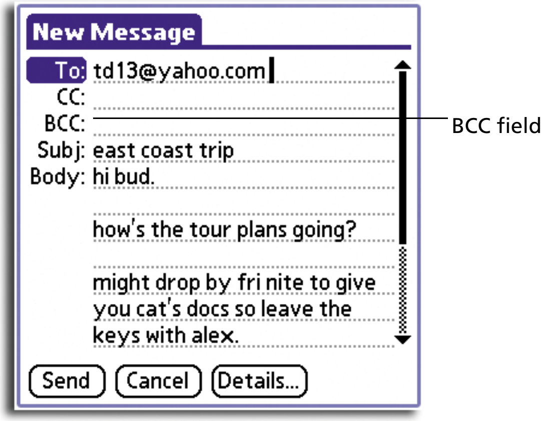
Confirm Read	Requests a confirmation telling you when the email item was read.
Confirm Delivery	Requests a confirmation telling you when the email item was delivered.

NOTE: The Priority and BCC setting must be set for each email item you create.

---

3 Tap OK.

4 If you selected the BCC option, in the New Message screen, tap the BCC field and enter an address.



To: td13@yahoo.com
CC:
BCC:
Subj: east coast trip
Body: hi bud.

how's the tour plans going?

might drop by fri nite to give you cat's docs so leave the keys with alex.

Creating a signature for your email item

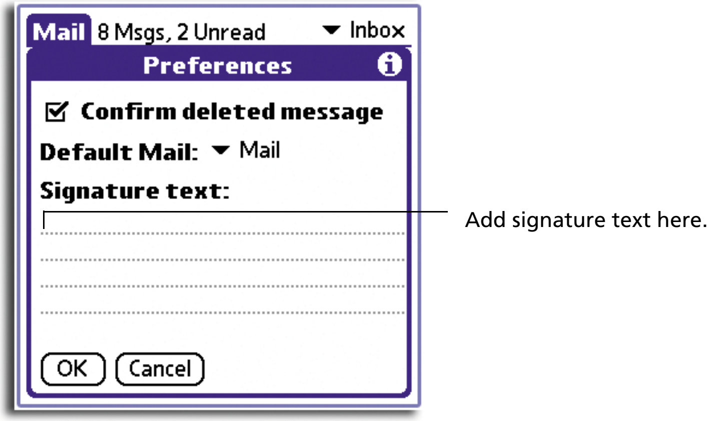
A signature refers to defining information, such as your name, address, phone and fax numbers, and any other text you want to include. It is automatically added to the end of every email item you create. The signature is visible only to the email recipient, and does not appear in your email item.

To create a signature

1 Tap the Menu icon ≣.

2 Tap Options, and then tap Preferences.

3 Tap the Signature text field and enter the text of your signature.



☑ Confirm deleted message

Add signature text here.

4 Tap OK.

Storing and editing email items

Sending an email item from your device stores it in the Outbox folder until you perform a HotSync operation. You can edit unsent email as long as you have not yet performed a HotSync operation.

You can also draft email items and store them until you are ready to send them; another option is for you to file email items.

Storing and editing unsent email items

The email items you send from your handheld are actually stored in the device's Outbox folder until you perform a HotSync operation to synchronise your device with your computer. During synchronisation, your handheld transfers email items stored in the Outbox folder to your computer's email application. The next time you send mail from this application, it sends the mail you created on your handheld.

When you edit an email item, your handheld removes the item from the Outbox folder and displays the New Message screen, where you can edit the item and resend it, save it as a draft, or delete it.

For instructions on synchronising Mail with your computer email application, refer to page 179.

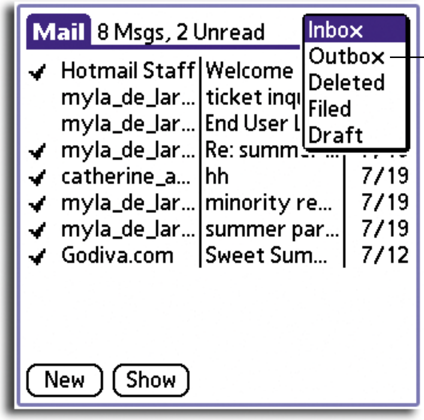
To store an email item in the Outbox folder

1 Create a new email item or reply to an item.

2 Tap Send.

To edit an unsent email item

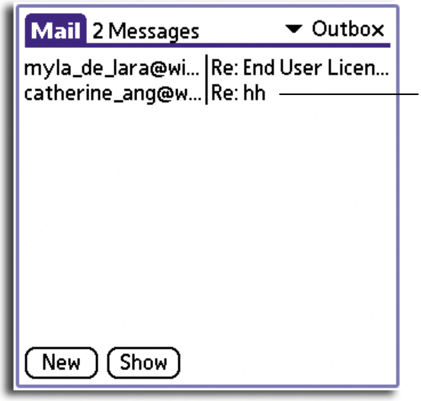
1 In the Mail list, tap Outbox from the pick list in the upper right corner of the screen.


Mail
8 Msgs, 2 Unread
Inbox
Outbox
Deleted
Filed
Draft
New
Show

✓	Hotmail Staff	Welcome	
	myla_de_lar...	ticket inq	
	myla_de_lar...	End User L	
✓	myla_de_lar...	Re: summ	
✓	catherine_a...	hh	7/19
✓	myla_de_lar...	minority re...	7/19
✓	myla_de_lar...	summer par...	7/19
✓	Godiva.com	Sweet Sum...	7/12

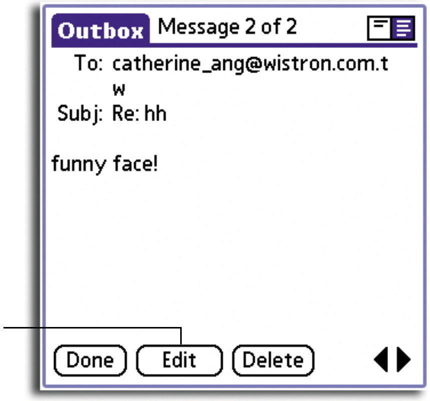
Tap here.

2 Tap the email item you want to retrieve.


Mail
2 Messages
Outbox
New
Show

myla_de_lara@wi...	Re: End User Licen...
catherine_ang@w...	Re: hh

Tap here to select item.


Outbox
Message 2 of 2
Done
Edit
Delete

To: catherine_ang@wistron.com.tw

Subj: Re: hh

funny face!

Tap here to edit item.

3 Tap Edit then change the email item as desired.

4 Choose from the following options:

- To return the email item to the Outbox, tap Send.
- To store the email item in the Draft folder, tap Cancel. When prompted, tap Yes.

Saving an email as a draft copy

You can save email items that you are drafting and not ready to send by storing them in the Draft folder.

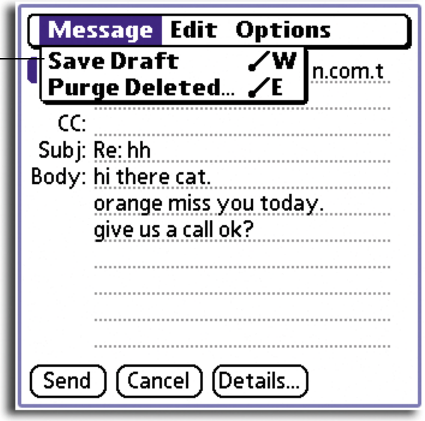
To save an email item as a draft

1 Create an email item.

2 Choose from the following options:

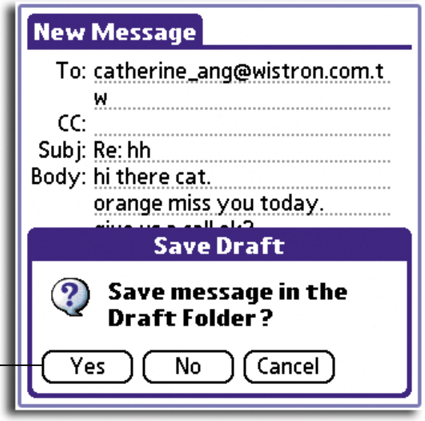
- Tap the Menu icon ☰, tap Message, and then tap Save Draft.

Tap here.


Message
Edit
Options
Save Draft ⁄W
Purge Deleted... ⁄E
Send
Cancel
Details...

n.com.t
CC:
Subj: Re: hh
Body: hi there cat.
orange miss you today.
give us a call ok?

- In the New Message screen, tap Cancel, and then tap Yes at the prompt.


New Message
Save Draft
Yes
No
Cancel

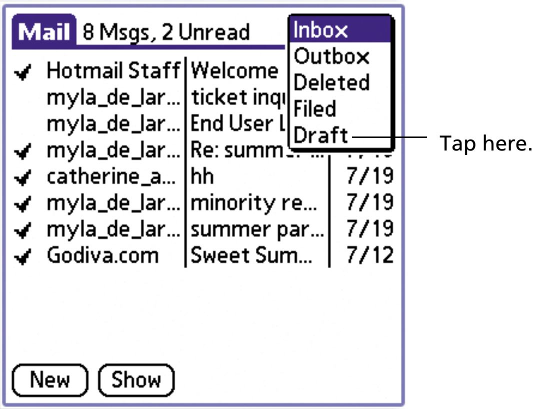
To: catherine_ang@wistron.com.tw
CC:
Subj: Re: hh
Body: hi there cat.
orange miss you today.

Save message in the Draft Folder?

Tap here.

To edit an email item saved as a draft

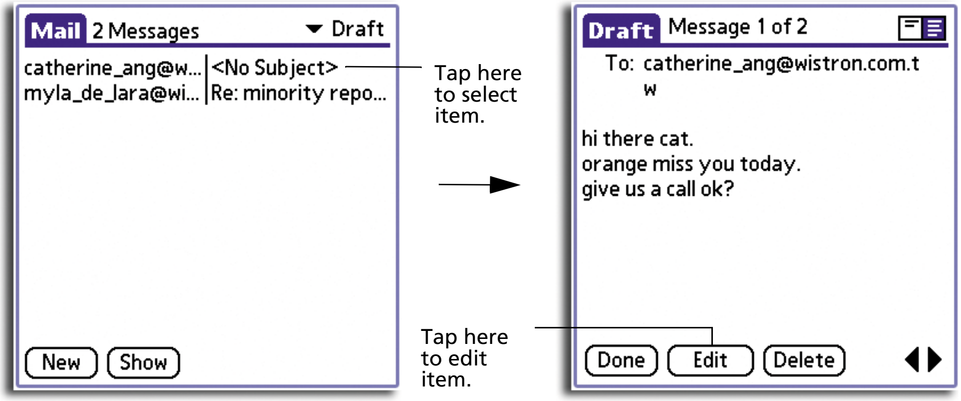
1 In the Mail list, tap Draft from the pick list in the upper right corner of the screen.


Mail
8 Msgs, 2 Unread
Inbox
Outbox
Deleted
Filed
Draft
New
Show

✓	Hotmail Staff	Welcome	
	myla_de_Jar…	ticket inq	
	myla_de_Jar…	End User I	
✓	myla_de_Jar…	Re: summ…	
✓	catherine_a…	hh	7/19
✓	myla_de_Jar…	minority re…	7/19
✓	myla_de_Jar…	summer par…	7/19
✓	Godiva.com	Sweet Sum…	7/12

Tap here.

2 Tap the email draft you want to display.


Mail
2 Messages
Draft
New
Show
Draft
Message 1 of 2
Done
Edit
Delete

catherine_ang@w…	<No Subject>
myla_de_Jara@wi…	Re: minority repo…

Tap here to select item.

To: catherine_ang@wistron.com.tw

hi there cat.
orange miss you today.
give us a call ok?

Tap here to edit item.

3 Tap Edit.

4 Enter any changes.

5 Choose from the following options:

- To resave the draft in the Draft folder, tap the Menu icon 🗏, tap Message, and tap Save Draft; or tap Cancel and when prompted, tap Yes.
- To transfer the item to your Outbox folder, tap Send.

Filing an email item

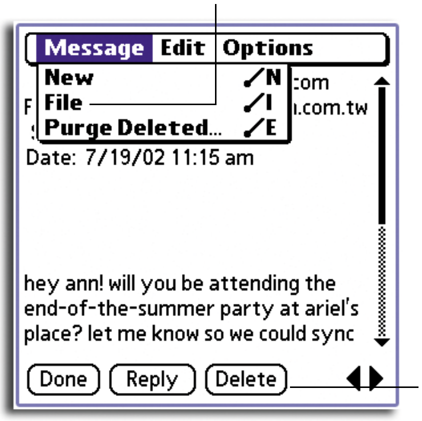
You can file email in your handheld’s Filed folder. During a HotSync operation, your handheld stores a backup copy of the Filed folder on your computer hard drive, but does not automatically synchronise the contents of this folder with your computer’s email application.

You can retrieve an email item from the Filed folder, edit it, send it, save it as a draft, or return it to the Filed folder.

To file an email item

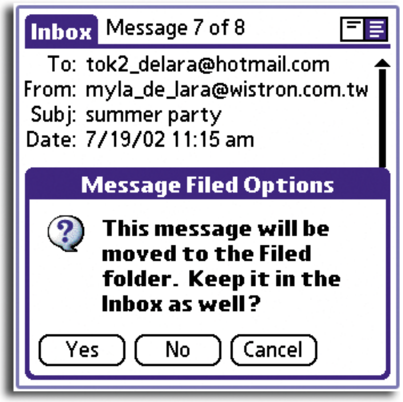
1. In the Mail list, tap an email item to open it.
2. Tap the Menu icon 🗏.
3. Tap Message, and then tap File.

Tap here.


Message
Edit
Options
New ⁄N
File ⁄I
Purge Deleted... ⁄E
Done
Reply
Delete

:com
ı.com.tw
Date: 7/19/02 11:15 am

hey ann! will you be attending the end-of-the-summer party at ariel's place? let me know so we could sync

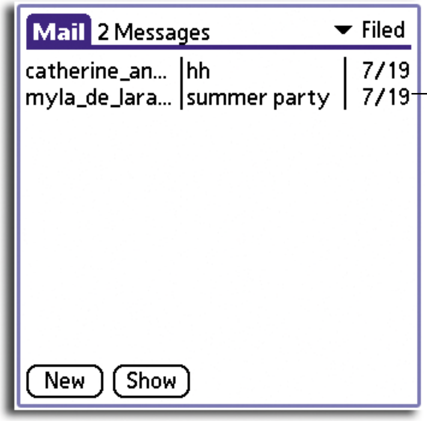

Inbox
Message Filed Options
Yes
No
Cancel

Message 7 of 8
To: tok2_delara@hotmail.com
From: myla_de_lara@wistron.com.tw
Subj: summer party
Date: 7/19/02 11:15 am

This message will be moved to the Filed folder. Keep it in the Inbox as well?

4. Tap No to save the email item in the Filed folder.

   Tap Yes to file the item in the Filed folder and keep a copy in the Inbox.


Mail
▾ Filed
New
Show

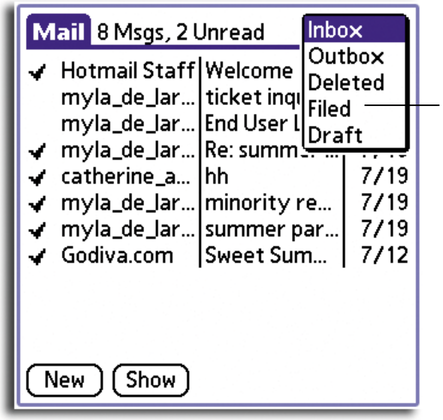
2 Messages

catherine_an...	hh	7/19
myla_de_lara...	summer party	7/19

Filed item.

To retrieve an email item from the Filed folder

1 In the Mail list, tap Filed from the pick list in the upper right corner of the screen.



✓	Hotmail Staff	Welcome	
	myla_de_Jar...	ticket inq	
	myla_de_Jar...	End User L	
✓	myla_de_Jar...	Re: summ...	
✓	catherine_a...	hh	7/19
✓	myla_de_Jar...	minority re...	7/19
✓	myla_de_Jar...	summer par...	7/19
✓	Godiva.com	Sweet Sum...	7/12

Tap here.

2 Tap the email item you want to restore.

3 Only for email items filed for sending, tap Edit to display and modify the item.

4 To store the email item, choose from the following options:

- Tap Cancel and tap Yes to store the item in the Draft folder.
- Tap Send to store the email in the Outbox.
- Tap Cancel and tap No to return the message to the Filed folder.

Deleting email items

When you delete an email item, your handheld stores it in the Deleted folder until you purge the folder's contents or perform the next HotSync operation. You can purge the contents of the Deleted folder to avoid having deleted emails occupy too much space in your handheld's internal memory. Synchronisation deletes the email item, as well as purged items, from your computer's email application.

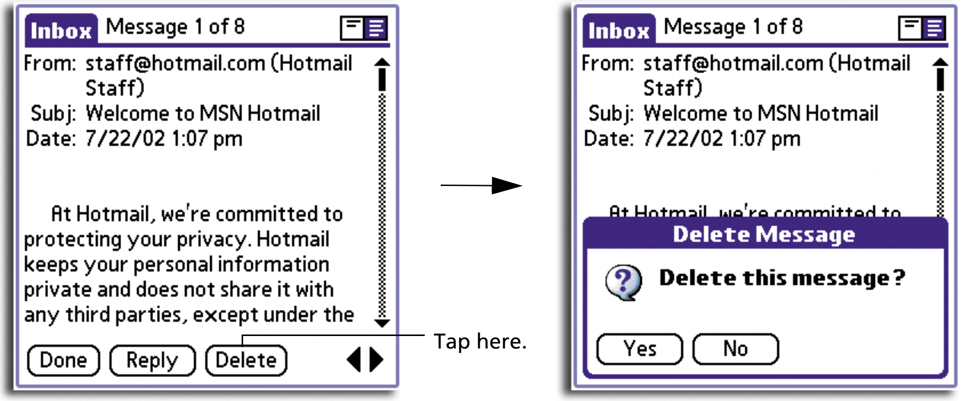
You can restore a deleted email item by removing it from the Deleted folder, if you haven't purged the folder contents or performed a HotSync operation yet.

To delete an email item

1 In the Mail list, tap the email you want to delete.

2 Tap Delete.

3 Tap Yes.


Inbox
Message 1 of 8
Done
Reply
Delete
Delete Message
Yes
No

From: staff@hotmail.com (Hotmail Staff)
Subj: Welcome to MSN Hotmail
Date: 7/22/02 1:07 pm

At Hotmail, we're committed to protecting your privacy. Hotmail keeps your personal information private and does not share it with any third parties, except under the

Delete this message?

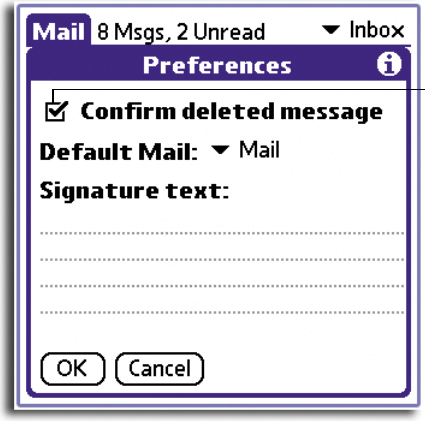
Tap here.

To display a prompt before an email item is deleted

1 Tap the Menu icon 🗏.

2 Tap Options, and then tap Preferences.

3 To display a prompt, tap the Confirm deleted message check box.

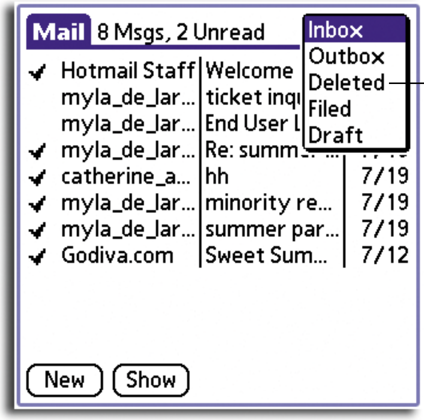

Mail
8 Msgs, 2 Unread
Inbox
Preferences
OK
Cancel

☑ Confirm deleted message
Default Mail: Mail
Signature text:

Select this check box.

To restore an email item by moving it out of the Deleted folder

1 In the Mail list, tap Deleted from the pick list in the upper right corner of the screen.

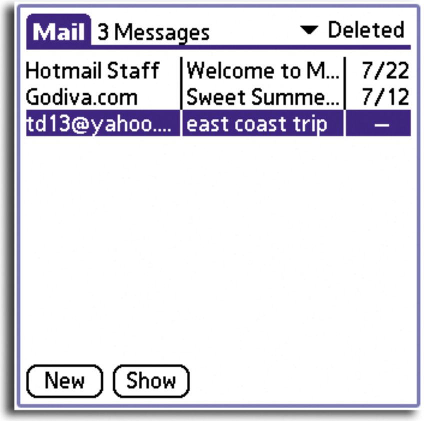

Mail
Inbox
Outbox
Deleted
Filed
Draft
New
Show

8 Msgs, 2 Unread

✓	Hotmail Staff	Welcome	
	myla_de_Jar...	ticket inq	
	myla_de_Jar...	End User l	
✓	myla_de_Jar...	Re: summ...	
✓	catherine_a...	hh	7/19
✓	myla_de_Jar...	minority re...	7/19
✓	myla_de_Jar...	summer par...	7/19
✓	Godiva.com	Sweet Sum...	7/12

Tap here.

2 Tap the email item you want to restore.

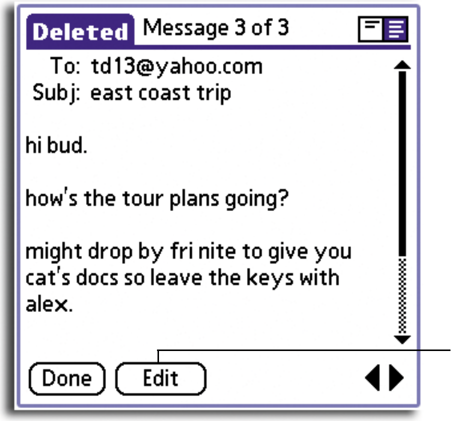

Mail
▼ Deleted
New
Show

3 Messages

Hotmail Staff	Welcome to M...	7/22
Godiva.com	Sweet Summe...	7/12
td13@yahoo....	east coast trip	–

3 Choose from the following options:

- If you created the email item that you deleted, tap Edit to display and modify the item. You can send the item or save it as a draft.


Deleted
Done
Edit

Message 3 of 3

To: td13@yahoo.com
Subj: east coast trip

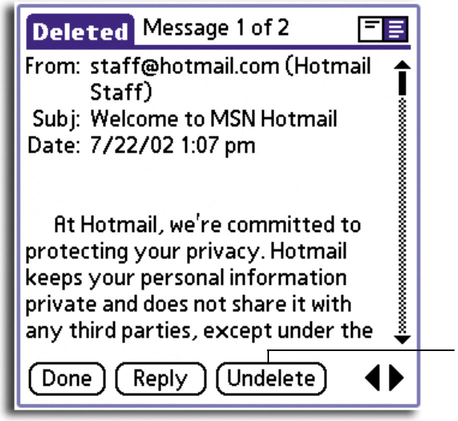
hi bud.

how's the tour plans going?

might drop by fri nite to give you cat's docs so leave the keys with alex.

Tap here to edit item.

- If you received the email item that you deleted, tap Undelete to move the selected item to the Inbox and mark it as Read.


Deleted
Message 1 of 2
Done
Reply
Undelete

From: staff@hotmail.com (Hotmail Staff)
Subj: Welcome to MSN Hotmail
Date: 7/22/02 1:07 pm

At Hotmail, we're committed to protecting your privacy. Hotmail keeps your personal information private and does not share it with any third parties, except under the

Tap here.

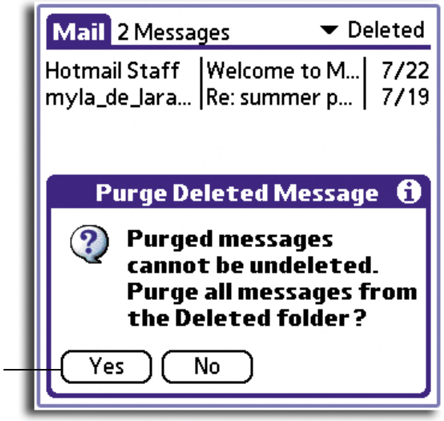
To purge the contents of the Deleted folder

1 Tap the Menu icon 🗏.

2 Tap Message.

3 Tap Purge Deleted.

4 Tap Yes.


Mail
2 Messages
▼ Deleted
Purge Deleted Message
Yes
No

Hotmail Staff	Welcome to M...	7/22
myla_de_Jara...	Re: summer p...	7/19

Purged messages cannot be undeleted. Purge all messages from the Deleted folder?

Tap here.

NOTE: You cannot restore email items after you purge them.

Categorising and sorting email items

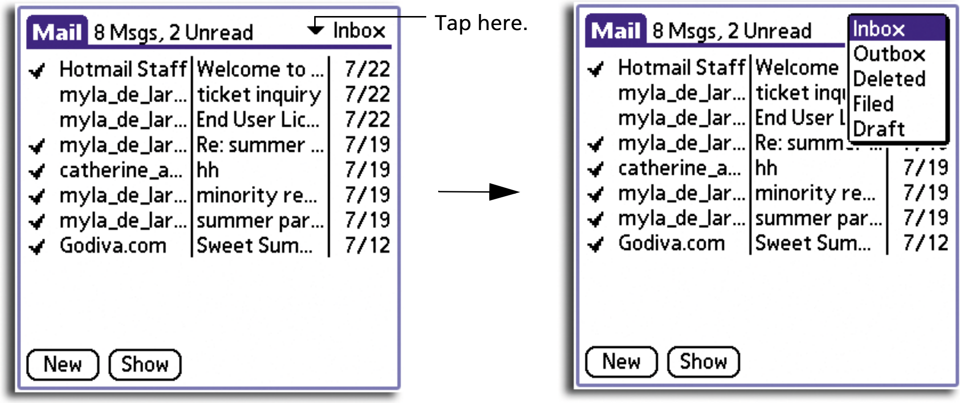
You can display email items by the folders provided for categorising mail, and according to the email date.

NOTE: By default, the Date column is hidden in the Mail list to increase the available screen space.

You can also sort email items by the date sent, by sender, or by subject. No matter how you sort the list, high-priority email items always appear first.

To select an email folder to display:

1 In the Mail list, tap the pick list in the upper right corner of your screen to display the list of folders.



Tap here.

Mail 8 Msgs, 2 Unread ▾ Inbox

✓	Hotmail Staff	Welcome to ...	7/22
	myla_de_lar...	ticket inquiry	7/22
	myla_de_lar...	End User Lic...	7/22
✓	myla_de_lar...	Re: summer ...	7/19
✓	catherine_a...	hh	7/19
✓	myla_de_lar...	minority re...	7/19
✓	myla_de_lar...	summer par...	7/19
✓	Godiva.com	Sweet Sum...	7/12

2 Tap a folder you want to display in the Mail list screen. Options include:

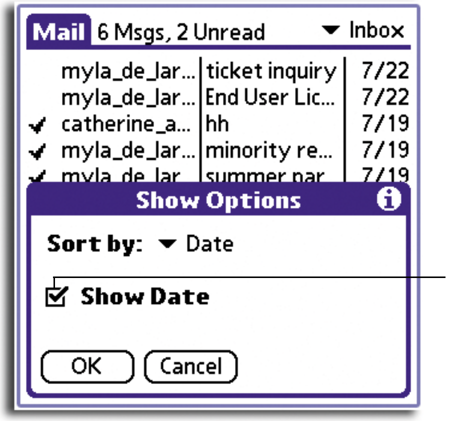
Inbox	Contains email items received from your computer’s email application Inbox, except any excluded using filtering options. Refer to "Using filters to control downloading" on page 200 for more information on filtering options.
Outbox	Contains email items you created and sent on your handheld since the last HotSync operation.
Deleted	Contains any email you deleted since the last HotSync operation
Filed	Contains email items that you have stored on your handheld
Draft	Contains the email items you have created using your handheld but have not yet sent.

3 Repeat steps 1 and 2 to choose another folder.

To display the Date column in email items

1 In the Mail list, tap Show.

2 Tap the Show Date check box to select it.


Mail
6 Msgs, 2 Unread
Inbox
Show Options
OK
Cancel

	myla_de_lar...	ticket inquiry	7/22
	myla_de_lar...	End User Lic...	7/22
✓	catherine_a...	hh	7/19
✓	myla_de_lar...	minority re...	7/19
✓	myla_de_lar	summer par	7/19

Sort by: Date

☑ **Show Date**

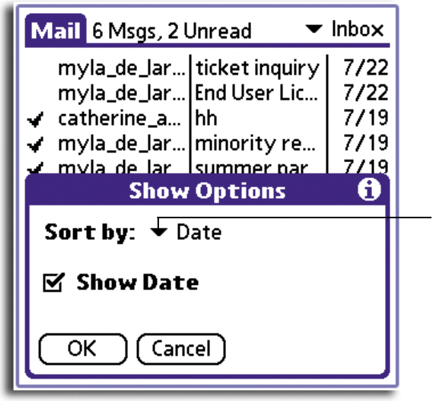
Select this check box.

3 Tap OK.

To sort the email list

1 In the Mail list, tap Show.

2 Tap the Sort by pick list and tap one of the following options to select it, then tap OK.

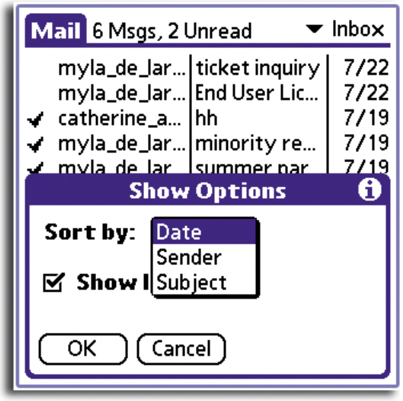

Mail
6 Msgs, 2 Unread
Inbox
Show Options
OK
Cancel

	myla_de_lar...	ticket inquiry	7/22
	myla_de_lar...	End User Lic...	7/22
✓	catherine_a...	hh	7/19
✓	myla_de_lar...	minority re...	7/19
✓	myla_de_lar	summer par	7/19

Sort by: Date

☑ **Show Date**

Tap here.


Mail
6 Msgs, 2 Unread
Inbox
Show Options
Date
Sender
Subject
OK
Cancel

	myla_de_lar...	ticket inquiry	7/22
	myla_de_lar...	End User Lic...	7/22
✓	catherine_a...	hh	7/19
✓	myla_de_lar...	minority re...	7/19
✓	myla_de_lar	summer par	7/19

Sort by: Date

☑ **Show I**

Date	Sorts email by date and displays the most recent email item at the top of the screen.
Sender	Sorts email by the sender's user name and displays items in ascending alphabetical order, based on the first word on the From field.
Subject	Sorts email by the subject and displays items in ascending alphabetical order, based on the first word on the Subject field.

Managing your email application with HotSync

You can manage your email application more effectively by selecting HotSync options to control which email items to download when you synchronise your handheld and your computer. You can define different settings for local and remote synchronisation.

Once your local and remote options have been defined, your handheld determines if synchronisation is occurring locally or remotely and uses the appropriate settings for the HotSync operation.

You can filter messages to control which ones to download, and you can set truncation options to download only part of lengthy email items.

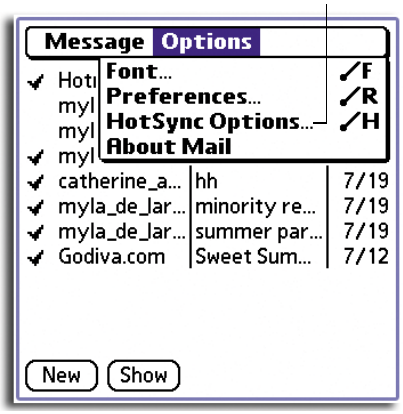
Downloading transmits only email items and any text information, not attachments, to your handheld. Downloaded attachments are left in your computer’s email application.

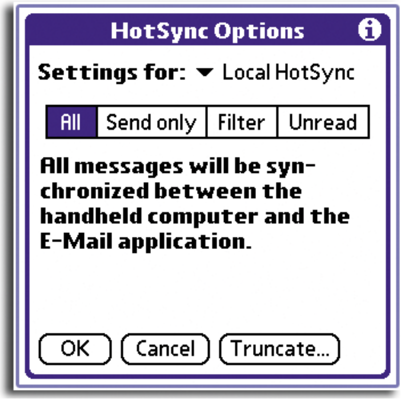
To set HotSync Options to control synchronising email items

1 In the Mail list, tap the Menu icon ☰.

2 Tap Options, and then tap HotSync Options.

Tap here.

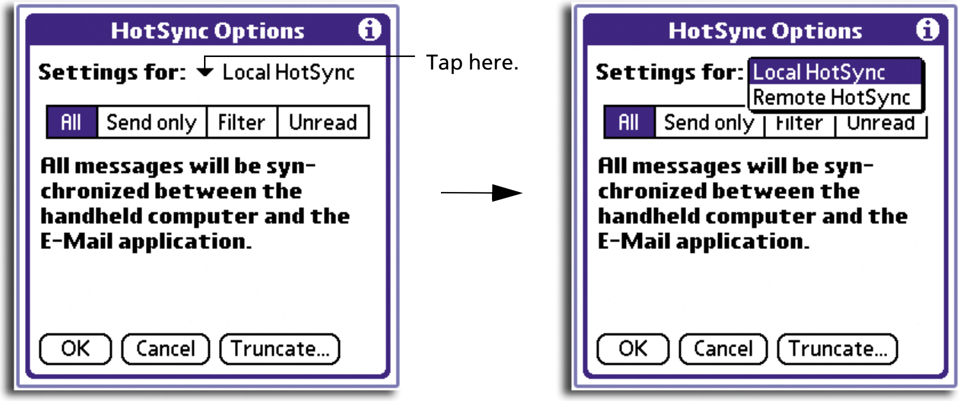

Message
Options
Font... ✓F
Preferences... ✓R
HotSync Options... ✓H
About Mail
✓ Hot
myl
myl
✓ myl
✓ catherine_a... hh 7/19
✓ myla_de_lar... minority re... 7/19
✓ myla_de_lar... summer par... 7/19
✓ Godiva.com Sweet Sum... 7/12
New
Show


HotSync Options
All
Send only
Filter
Unread
OK
Cancel
Truncate...

Settings for: ▾ Local HotSync

All messages will be synchronized between the handheld computer and the E-Mail application.

3 Tap the Settings for pick list, and select Local HotSync or Remote HotSync.



Settings for: Local HotSync

All messages will be synchronized between the handheld computer and the E-Mail application.

For more information on Local and Remote HotSync operations, refer to page 213.

4 Tap the filtering option you want to apply during synchronisation:

All	Download all email items in your computer’s Inbox to your handheld, and send all email items in your handheld’s Outbox to your computer’s email application.
Send Only	Send only email items in your handheld’s Outbox to your computer’s email application; from there, your computer’s email application sends the items to their destinations.
Filter	During synchronization, all email items in your handheld’s Outbox are sent to your computer’s email application, and email items in your computer’s email application that meet specific criteria is downloaded to your handheld. When you select the FIlter string, the HotSync Options dialog box opens and displays additional filter settings. For more information, refer to ’Using filters to control downloading’ on the subsequent section.
Unread	Download only unread email items from your computer’s Inbox to your handheld, and all items in your handheld’s Outbox to your computer’s email application

5 Choose from the following options:

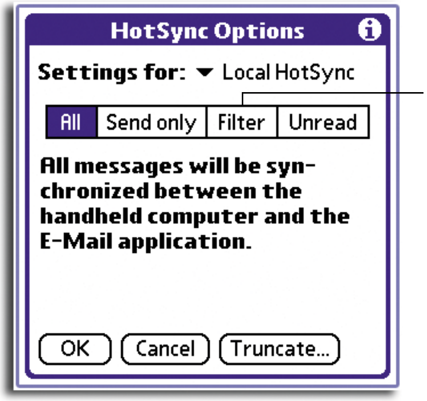
- If you selected All, Send Only, or Unread, tap OK.
- If you selected Filter, continue to the next section.

Using filters to control downloading

You can create special filters to control the type of email items that you download to your handheld during synchronisation. Special filters ignore or retrieve items that contain specific information in their header fields, according to what you have instructed your handheld to look for in the To, From, and Subject fields.

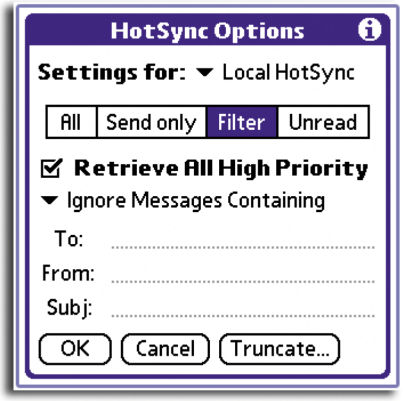
To access the special filter screen

- In the HotSync Options screen, tap Filter.


HotSync Options
Settings for: Local HotSync
All
Send only
Filter
Unread
OK
Cancel
Truncate...

All messages will be synchronized between the handheld computer and the E-Mail application.

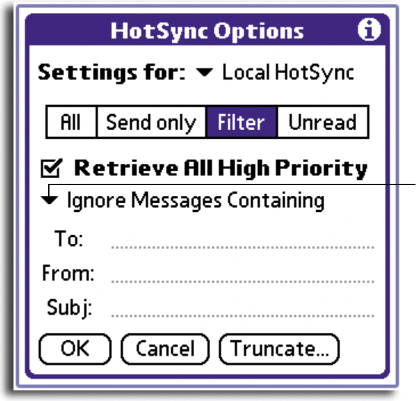
Tap here.


HotSync Options
Settings for: Local HotSync
All
Send only
Filter
Unread
☑ Retrieve All High Priority
Ignore Messages Containing
To:
From:
Subj:
OK
Cancel
Truncate...

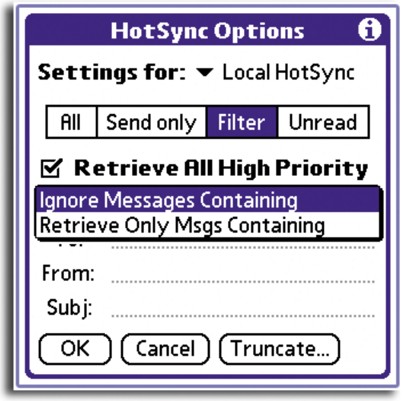
To create the special filter settings

1 In the HotSync Options dialog box, choose from the following filter options:

- **Retrieve All High-Priority**. If your email application can flag high-priority items, tap this option to retrieve these items and override any filter settings
- To define whether to ignore or receive an email item that meets filter settings, tap the pick list on the middle of the screen. Options include:


HotSync Options
Settings for: Local HotSync
All
Send only
Filter
Unread
☑ Retrieve All High Priority
Ignore Messages Containing
To:
From:
Subj:
OK
Cancel
Truncate...

Tap here.


HotSync Options
Settings for: Local HotSync
All
Send only
Filter
Unread
☑ Retrieve All High Priority
Ignore Messages Containing
Retrieve Only Msgs Containing
From:
Subj:
OK
Cancel
Truncate...

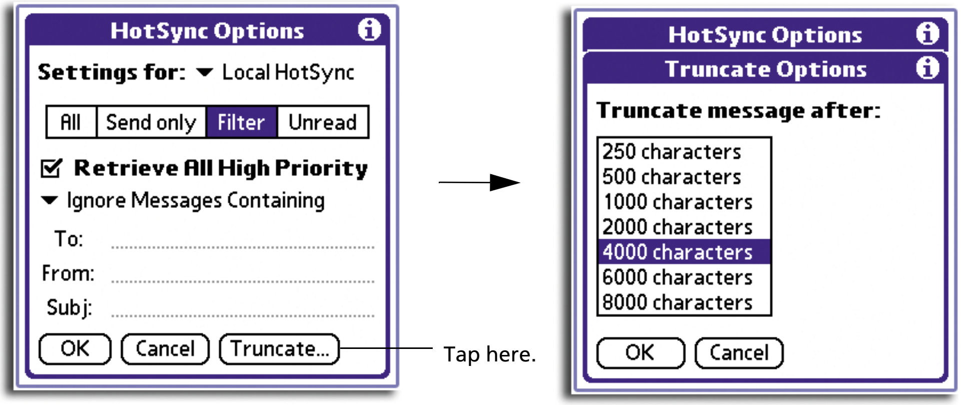
Ignore Messages Containing	To have your handheld exclude email items that meet the defined criteria and download all other email items during synchronisation. In general, this filter downloads more email during synchronisation because it blocks only one defined subset of email item.

Retrieve Only Msgs Containing	To have your handheld include only the email items that meet the defined criteria and ignore all other email items during synchronisation. This filter can block more email during synchronisation because it downloads only one subset of email item.

- To define a filter string, fill-out the To, From, and Subject fields.
- **Truncate**. To stop long email items from downloading.

  Tap the button and then specify a number of characters, between 250 and 8,000 (the default is 4,000.) Tap OK.

  A lower Truncate value reduces the time to synchronise your computer's email and Mail; less email storage space in your handheld will also be used. Messages longer than 8,000 characters will be truncated.



Settings for: Local HotSync
Filter
☑ Retrieve All High Priority
Ignore Messages Containing
To:
From:
Subj:

Tap here.

Truncate message after: 4000 characters

2 Tap OK.

Defining filter strings

Your handheld filters email items based on information in their To, From, and Subject fields, called a filter string. You create a filter string by listing the words you want your handheld to find and separating them by either a comma or a space. Each word in the filter string is joined by an implicit OR; logical connectors like AND or OR are automatically added.

To create a more complex filter, you can define filter strings for the To, From, and Subject fields. Your handheld joins the filter strings for these fields using an implicit AND, and adds the logical connector for you.

For example, you might want to receive only email items from John Smith (jsmith@aol.com) or Jack Jones (jjones@aol.com) concerning the Apollo Project. You would create the following filter strings:

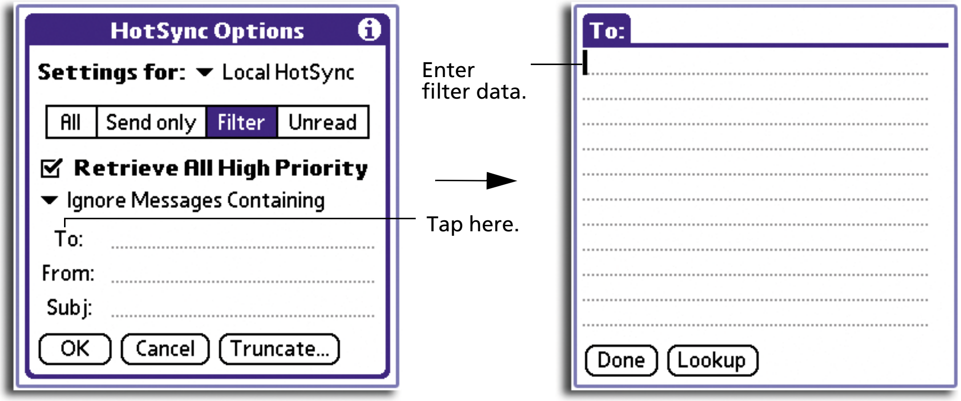
- In the To field: jsmith@aol.com, jjones@aol.com
- In the Subject field: Apollo Project

Your handheld interprets this as, "Accept email items about the Apollo Project from John Smith or Jack Jones. Do not accept email items from other people. Do not accept email items from John or Jack about any other subject."

When you define a string, your handheld searches for any instance of that sequence of characters. For example, if you define a filter that retrieves only email items with the string "info", appropriate matches would include "info", "rainforest" and "kinfolk".

To define a filter string

1. Enter your filter string in the To, From, or Subject header field in the HotSync Options dialog box. Use commas or spaces to separate the words. Do not add connectors, such as AND or OR, between words in a string.
2. If your string exceeds the length of the field, tap the name of the field to display the Notes screen for that header field.


HotSync Options
Settings for: Local HotSync
All
Send only
Filter
Unread
☑ Retrieve All High Priority
Ignore Messages Containing
To:
From:
Subj:
OK
Cancel
Truncate...
To:
Done
Lookup

Enter filter data.

Tap here.

3. Tap Done to return to the HotSync Options dialog box.
4. Tap OK.

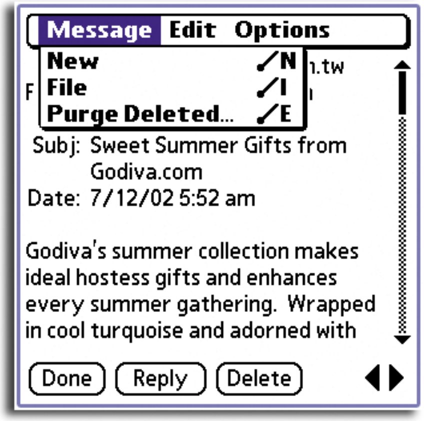
Mail menus

Mail menus are shown here for your reference only. Features that are not explained in this section are discussed elsewhere in this User Manual.

Mail has three menus: Message, Edit, and Options.

Message menu

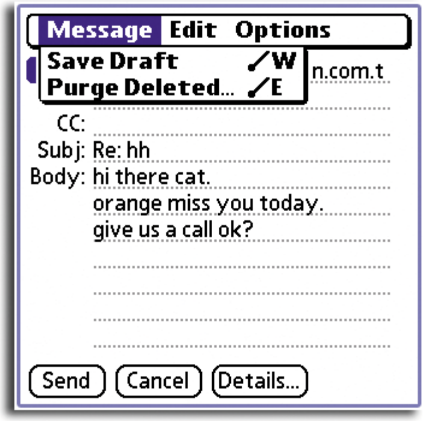
The Message menu differs depending on whether you are viewing an email item, creating an email item or viewing the Mail list.


Message Edit Options
New ⁄N
File ⁄I
Purge Deleted... ⁄E
Done
Reply
Delete

Subj: Sweet Summer Gifts from Godiva.com
Date: 7/12/02 5:52 am

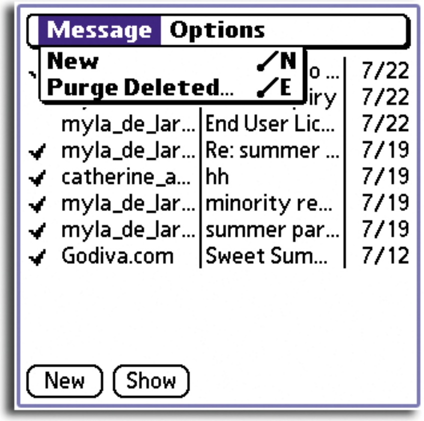
Godiva's summer collection makes ideal hostess gifts and enhances every summer gathering. Wrapped in cool turquoise and adorned with

Message menu when viewing an email item


Message Edit Options
Save Draft ⁄W
Purge Deleted... ⁄E
Send
Cancel
Details...

CC:
Subj: Re: hh
Body: hi there cat.
orange miss you today.
give us a call ok?

Message menu when creating an email item

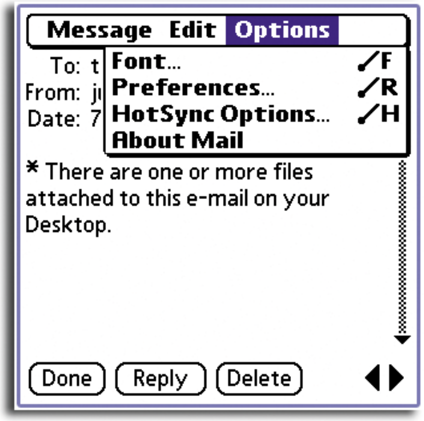

Message Options
New ⁄N
Purge Deleted... ⁄E
New
Show

		o ...	7/22
		iry	7/22
	myla_de_lar...	End User Lic...	7/22
✓	myla_de_lar...	Re: summer ...	7/19
✓	catherine_a...	hh	7/19
✓	myla_de_lar...	minority re...	7/19
✓	myla_de_lar...	summer par...	7/19
✓	Godiva.com	Sweet Sum...	7/12

Message menu when viewing the Mail list

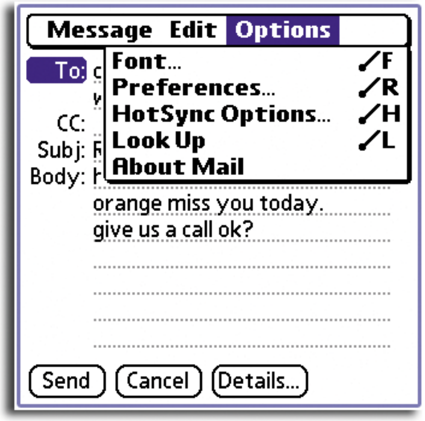
Options menu

The Options menu differs depending on whether you are viewing it from an email item or a Mail list or whether you creating an email item.


Message Edit Options
To: t
From: j
Date: 7
Font... ⁄F
Preferences... ⁄R
HotSync Options... ⁄H
About Mail
Done
Reply
Delete

* There are one or more files attached to this e-mail on your Desktop.

Options menu when viewing
an email item or a Mail list


Message Edit Options
To:
CC:
Subj:
Body:
Font... ⁄F
Preferences... ⁄R
HotSync Options... ⁄H
Look Up ⁄L
About Mail
Send
Cancel
Details...

orange miss you today.
give us a call ok?

Options menu when creating
an email item

8 Beaming information

Your handheld is equipped with an IR (infrared) port that you can use to beam information to another Palm OS handheld that is close by and also has an IR port. The IR port is located at the top of the your handheld, behind the small dark shield.

You can beam the following information between Palm OS handhelds:

- The record currently displayed in Date Book, Address Book, To Do List, or Memo Pad.
- All records of the category currently displayed in the Address Book, To Do List, or Memo Pad applications.
- A special Address Book record that you designate as your business card, containing information you want to exchange with business contacts.
- An application, audio file, or an eBook file installed in RAM memory.
- An application or an eBook file installed in a *Memory Stick*.

NOTE: HotSync operations can also be done using the IR port. Refer to "IR HotSync operations" on page 220 for more information.

Beaming a business card

To select a business card for beaming:

1 Press the Address Book button ✆ on the front panel of your handheld.

2 In the Address List, do one of the following:

- Create a new entry to contain the information you want on your business card.
- Select an existing entry containing the information you want on your business card.

3 In Address view, tap Record.

4 Tap Select Business Card.

5 Tap Yes.

Beaming a record

To beam a record, business card, or category of records:

1 Locate the record, business card, or category you want to beam.

2 Tap the Menu icon ▤.

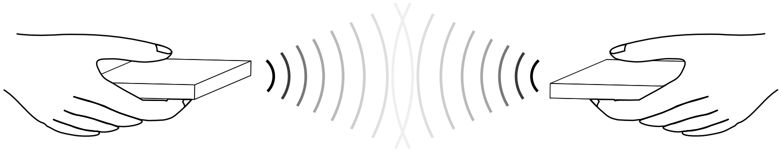
3 Tap Record.

4 Choose from the following options:

- Tap Beam to beam an individual item.
- In the Address Book application only, tap Beam Business Card.
- Press the Address Book application button ☎ for about two seconds to beam your business card.
- Tap Beam Category (for records that are displayed in a category).
- Draw the Graffiti Command stroke to activate the toolbar, and then tap the Beam icon.
- Use the Graffiti Command stroke /B to beam the current entry.

NOTE: You can set the full-screen pen stroke to beam the current entry. For instructions, refer to "To change what the full-screen pen stroke activates" on page 235.

5. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving handheld.



TIP: For best results, handhelds should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two devices must be clear of obstacles. Beaming distance to other Palm OS handhelds may be different.

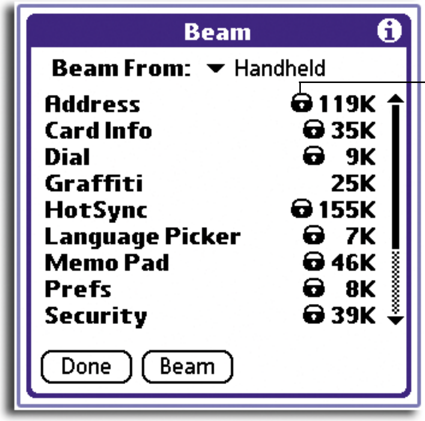
When the Beam Status dialog box indicates that the transfer is complete, you can resume working on your handheld.

Beaming an application

To beam an application

1. In Applications Launcher, tap the Menu icon.
2. Tap App, and then tap Beam.
3. Tap the application you want to transfer, and tap Beam.

Some applications are copy-protected and cannot be beamed; this is indicated by a Lock icon.



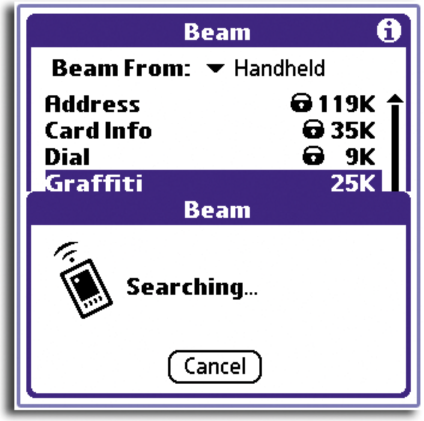
Beam

Beam From: ▼ Handheld

Address	🔒	**119K**
Card Info	🔒	**35K**
Dial	🔒	**9K**
Graffiti		**25K**
HotSync	🔒	**155K**
Language Picker	🔒	**7K**
Memo Pad	🔒	**46K**
Prefs	🔒	**8K**
Security	🔒	**39K**

Copy-protected applications are indicated by a Lock icon.

4 When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving device to start sending the selected application.



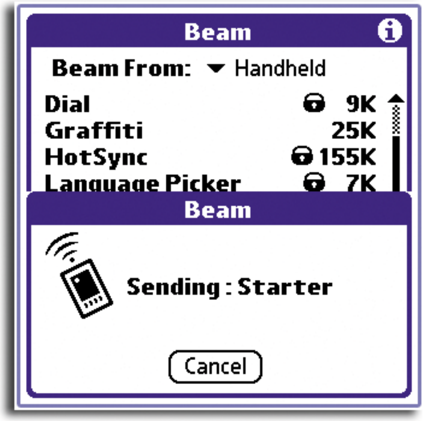
Beam

Beam From: ▼ Handheld

Address	🔒	**119K**
Card Info	🔒	**35K**
Dial	🔒	**9K**
Graffiti		**25K**

Beam

Searching...



Beam

Beam From: ▼ Handheld

Dial	🔒	**9K**
Graffiti		**25K**
HotSync	🔒	**155K**
Language Picker	🔒	**7K**

Beam

Sending : Starter

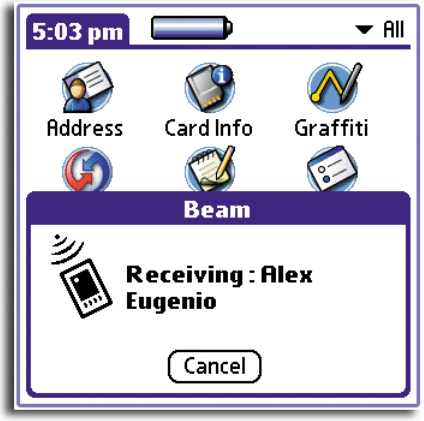
When the Beam Status dialog box indicates that the transfer is complete, you can resume working on your handheld.

Receiving beamed information

To receive beamed information:

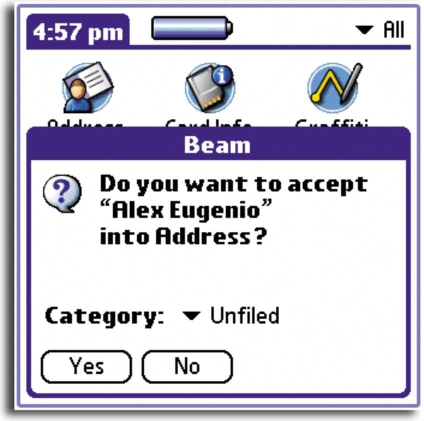
1 Turn on your handheld.

2 Point the IR port directly at the IR port of the transmitting handheld to open the Beam Status dialog box.



Receiving : Alex Eugenio

3 A dialog box will appear to confirm whether you want to accept the beamed record.



Do you want to accept "Alex Eugenio" into Address?

Category: Unfiled

4 You can select a category for the incoming information, create a new category or leave it unfiled.

5 Tap Yes.

6 Wait for the Beam Status dialog box to indicate that the transfer is complete, and then tap OK to display the new entry.

NOTE: Incoming records, unless categorised, are placed in the Unfiled category.

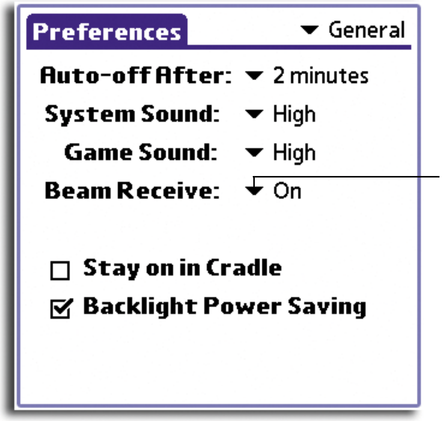
Turning off beaming

To turn beaming on or off

1 In the All or System category of Applications Launcher, tap the Prefs icon.

2 In the pick list in the upper right corner, tap General.

3 In the General Preferences panel, tap the Beam Receive pick list, and then tap On or Off to select the option.



Preferences General

Auto-off After: 2 minutes

System Sound: High

Game Sound: High

Beam Receive: On

☐ **Stay on in Cradle**

☑ **Backlight Power Saving**

Tap here to toggle on or off the beam function.

9 Exchanging and updating data using HotSync operations

HotSync® technology lets you synchronise—exchange and update—data between one or more Acer handhelds and Palm Desktop software or another PIM such as Microsoft Outlook. To synchronise data, you must connect your handheld and Palm Desktop software either directly, by placing your handheld in the cradle attached to your computer or using infrared communication, or indirectly, via LAN connection.

The HotSync process automatically synchronises data between your handheld and Palm Desktop software. Changes you make on your handheld or on your Palm Desktop software appear in both places after a HotSync operation. HotSync technology synchronises only the needed portions of files, thus reducing synchronisation time.

Performing a HotSync operation

The first time you synchronise your data, you must enter user information on both your handheld and Palm Desktop software. After you enter this information and synchronise, the HotSync Manager recognises your handheld and doesn't ask for this information again.

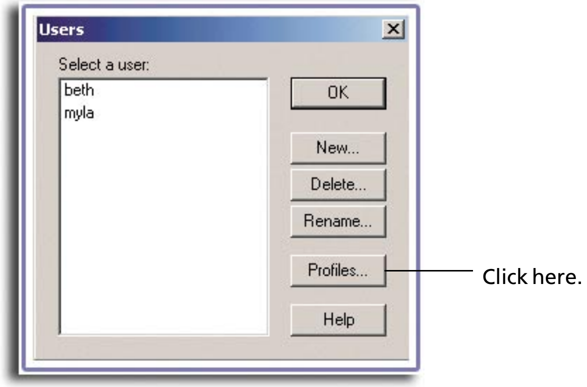
Creating a user profile

If you are a System Administrator preparing several handhelds for a group of users, you may want to create a user profile.

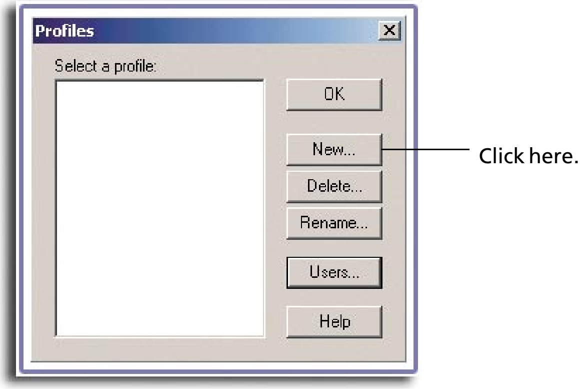
NOTE: You can create a user profile to load data into a handheld without associating that data with a user name, using the File Link feature. File Link lets system administrators to configure several handhelds with specific information (such as a company phone list) before distributing them to their actual users. Refer to "Using File Link" on page 229 for more information.

To create a user profile

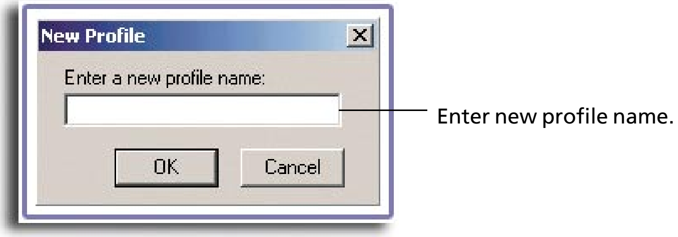
1. Open Palm Desktop.
2. From the Tools menu, choose Users.
3. In the Users window, click Profiles.


Users
Select a user:
beth
myla
OK
New...
Delete...
Rename...
Profiles...
Help
Click here.

4 Click New.


Profiles
Select a profile:
OK
New...
Delete...
Rename...
Users...
Help
Click here.

5 Enter a name for the profile.


New Profile
Enter a new profile name:
OK
Cancel
Enter new profile name.

6 Click OK.

Performing a local HotSync operation

The following steps assume that you have already installed the Palm Desktop software. If you have not yet installed this software, refer to "To install the Palm Desktop software" on the Acer s50 and s60 Handhelds Quick Guide for instructions.

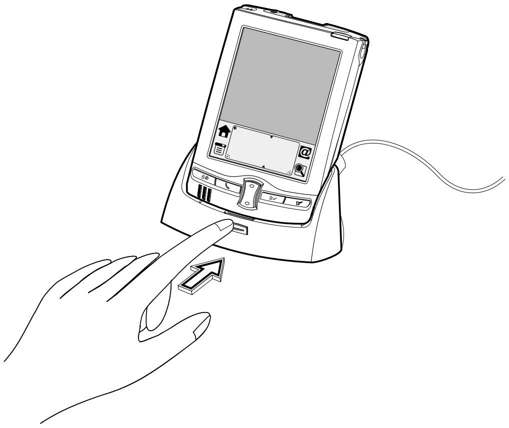
To perform a local HotSync operation

1 Insert your handheld into the cradle.

2 If the HotSync Manager is not running (i.e., the HotSync Manager icon is not visible in the bottom right corner of the Windows system tray) start it:

- In the Windows taskbar, click the Start button then highlight Programs.
- Navigate to the Palm Desktop program group and choose HotSync Manager. Alternatively, you can start the Palm Desktop software which automatically opens the HotSync Manager.

3 Press the HotSync button on the cradle.



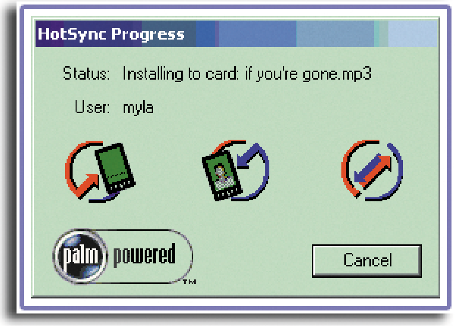
NOTE: If you are using an optional USB or Serial Sync Cable instead of a cradle, click the HotSync Manager icon in the bottom right corner of the Windows system tray, then select Local from the menu.

---

4 Enter your user name in the New User dialog box and click OK.

The HotSync Progress dialog box appears and synchronization begins.

IMPORTANT: Every handheld should have a unique name. To prevent loss of user's records, never try to synchronise more than one handheld to the same user name.



HotSync Progress

Status: Installing to card: if you're gone.mp3

User: myla

5 Wait for a message on your handheld's screen indicating that the process is complete.

6 When the HotSync process is complete, you can remove your handheld from the cradle by gently tilting the handheld forward and then pulling it up to remove.

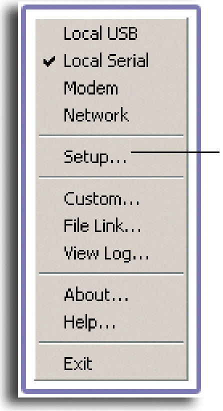
Selecting HotSync setup options

You can choose when you want HotSync Manager to run. If necessary, you can adjust the local and modem HotSync settings as well.

To set the HotSync options

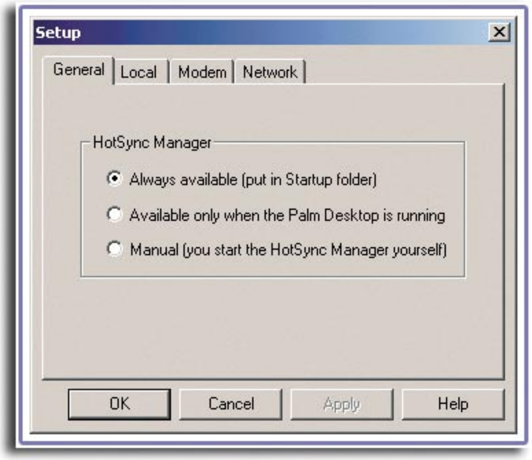
1 Click the HotSync Manager icon in the Windows system tray.

2 Choose Setup.


Local USB
✓ Local Serial
Modem
Network
Setup...
Custom...
File Link...
View Log...
About...
Help...
Exit

Click here.

3 Click the General tab, and select one of the following options:


Setup
General
Local
Modem
Network
OK
Cancel
Apply
Help

HotSync Manager

● Always available (put in Startup folder)

○ Available only when the Palm Desktop is running

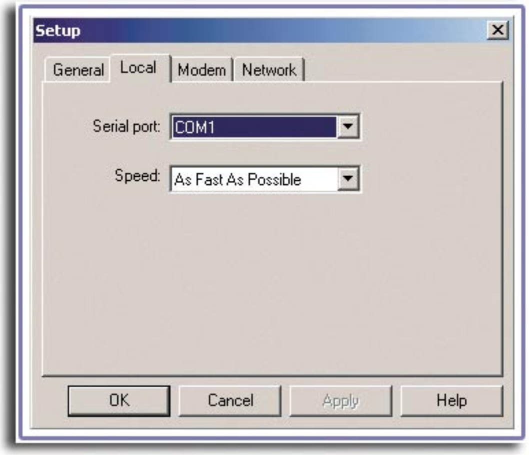
○ Manual (you start the HotSync Manager yourself)

Always available	Default setting. Adds HotSync Manager to the Startup folder and constantly monitors the communication port for synchronisation requests from your handheld. With this option, the HotSync Manager synchronises data even when Palm Desktop is not running.
Available only when Palm Desktop is running	Starts HotSync Manager and monitors requests automatically when you open Palm Desktop software.
Manual	Monitors requests only when you select HotSync Manager from the Start menu.

If you are not sure which option to use, keep the default setting.

4 If you are using a Serial Sync Cable, click the Local tab to display the settings for the connection between your computer and the cable.

NOTE: If you are using a cradle, you do not need to use the settings on the Local tab for a direct HotSync operation.



Serial port: COM1

Speed: As Fast As Possible

5 Adjust the following options as needed:

Serial Port	Identifies the port that HotSync Manager uses to communicate with the Serial Sync Cable. The Palm Desktop software automatically detects the port to which you connected the cable. If necessary, you can change the port selection.

NOTE: The selection should match the number of the port to which you connected the Serial Sync Cable. This port cannot be shared with an internal modem or another device.

Speed	Determines the speed at which data is transferred between your handheld and Palm Desktop software. Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows Palm Desktop and your handheld to find and use the fastest speed.

6 Click the Modem tab to display the modem settings and adjust the options as needed.

7 If you are attached to a network, click the Network tab to display the network settings and adjust the options as needed.

For more information on HotSync operations via network, refer to page 225.

8 Click OK.

Customising HotSync application settings

For each application, you can define a set of options that determines how records are handled during synchronisation. These options are called a "conduit". By default, a HotSync operation synchronises all files between your handheld and Palm Desktop software.

In general, you should leave the settings to synchronise all files. The only reason you might want to change these settings is to overwrite data on either your handheld or Palm Desktop software, or to avoid synchronising a particular type of file because you don’t use it.

In addition to the conduits for Date Book, Address Book, To Do List, and Memo Pad, Palm Desktop software includes System and Install conduits.

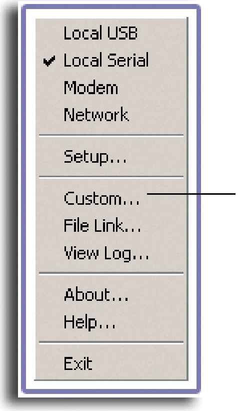
The System conduit backs up the system information stored on your handheld, including Graffiti® ShortCuts.

The Install conduit installs applications on your handheld.

To customise HotSync application settings

1 Click the HotSync Manager icon in the Windows system tray.

2 From the HotSync Manager menu, choose Custom.



Click here.

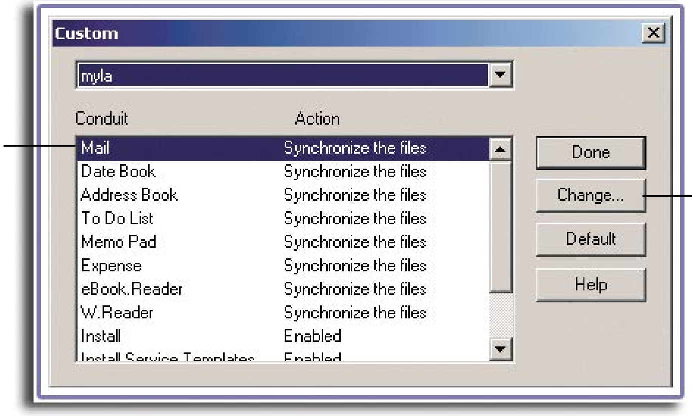
TIP: You can also click *HotSync* > *Custom* on the Palm Desktop software menu bar.

---

3 Select the appropriate user name from the list.

4 Select an application in the Conduit list.

5 Click Change.



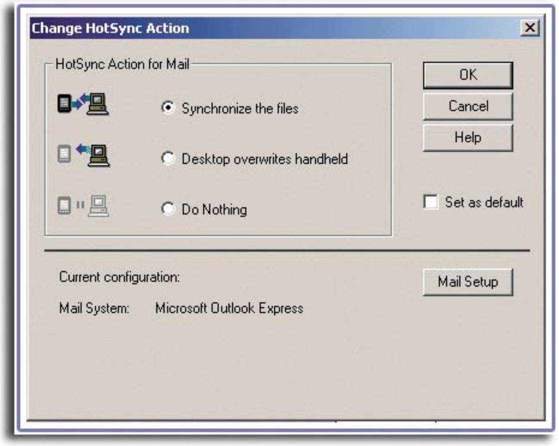
myla

Conduit	Action
Mail	Synchronize the files
Date Book	Synchronize the files
Address Book	Synchronize the files
To Do List	Synchronize the files
Memo Pad	Synchronize the files
Expense	Synchronize the files
eBook.Reader	Synchronize the files
W.Reader	Synchronize the files
Install	Enabled
Install Service Templates	Enabled

Select an application from the list.

Click here.

6 Click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.



HotSync Action for Mail

● Synchronize the files

○ Desktop overwrites handheld

○ Do Nothing

☐ Set as default

Current configuration:

Mail System: Microsoft Outlook Express

7 Choose how long the setting will remain in effect:

- To have the setting affect only the next HotSync operation, deselect the Default button. Thereafter, the HotSync Actions revert to their default settings.
- To use a new setting as the default, select the option. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog.

8 Click OK.

9 Repeat steps 4 through 8 to change conduit settings for other applications.

10 Click Done to activate your settings.

IR HotSync operations

Your handheld is equipped with an infrared (IR) port that supports the IrCOMM implementation of the standards for infrared communication established by the Infrared Data Association (IrDA). This means that not only can you beam data to another Palm OS handheld but also to any other device that supports the IrCOMM implementation of the IrDA standards.

But more importantly, your IR port allows you to perform HotSync operations without using a cradle. This is very useful if you travel with an infrared-enabled notebook computer. You simply enable infrared communication on your notebook computer and on your handheld, then follow the steps described in "Performing an IR HotSync operation" on page 223.

Preparing your computer for infrared communication

Before you can perform a HotSync operation using the IR port, the computer you want to synchronise with must meet the following requirements:

- The computer must support the IrCOMM implementation of the IrDA standards.
- The computer must have an enabled infrared port built-in, or an enabled infrared device attached to the computer.

  Desktop computers are likely to require an infrared device attached to a physical COM port. Notebook computers are likely to have a built-in IR port.

NOTE: Check the documentation that came with your computer to determine if it supports infrared communication.

- Your computer must also have an installed infrared driver. If you have an external infrared device attached to your computer, a driver is probably included with the device. Consult the documentation that came with your device for information on installing the required driver.

NOTE: Infrared communication is built into the operating system for Microsoft Windows 98 and later versions.

To enable your computer's IR function

1 In the Windows taskbar, click the Start button.

2 Highlight Settings, and then choose Control Panel.

3 For Windows 98 users, look for the Infrared icon in the Control Panel; for users of Windows Me and later Windows operating system versions look for the Wireless Link icon .

- If the Infrared icon is visible, perform the following steps:
  - a Double-click the Infrared icon .
  - b Click the Options tab.
  - c Select Enable infrared communication.

    The COM port listed is the port used for infrared communication. It should be different from the default serial port used by HotSync Manager for local serial HotSync operations.
  - d Click Apply.
  - e Click OK.
- If the Wireless Link icon is visible perform the following steps:
  - a Double-click the Wireless Link icon .
  - b Click the Infrared tab.
  - c Select Enable infrared communication.
  - d Click Apply.

For systems running on Windows 2000 or Windows XP, perform the following additional configuration procedures:

1. In the Windows taskbar, click the Start button.
2. Highlight Settings, and then choose Control Panel.
3. In the Control Panel double click the Wireless Link icon .
4. Click the Image Transfer tab.
5. Deselect the check box for Use Wireless Link to transfer images from a digital camera to your computer function, if it is enabled.
6. Click Apply.
7. Click OK.

Configuring HotSync Manager for infrared communication

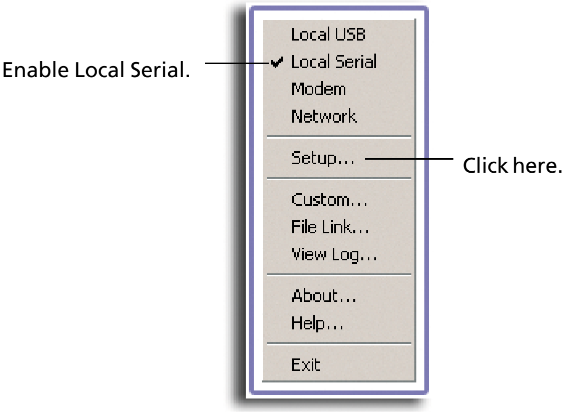
Next you need to configure HotSync Manager for infrared communication.

To configure HotSync Manager for infrared communication

For systems running on Windows 95, Windows 98, or Windows Me, perform the steps below:

1. Click the HotSync Manager icon in the Windows system tray.
2. Make sure Local Serial is checked on the pop-up menu.

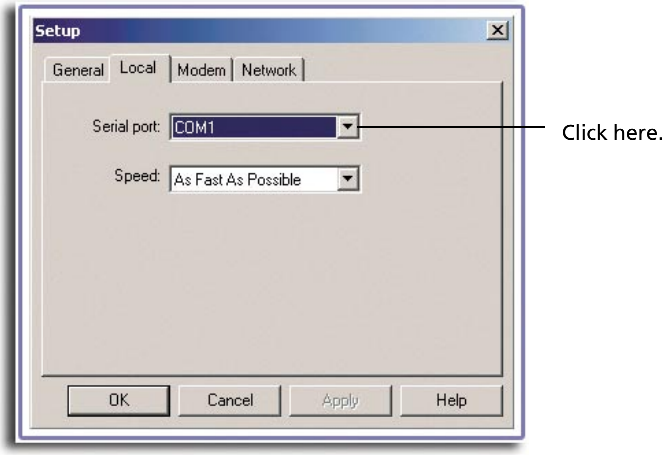
3 Choose Setup.



Enable Local Serial.
Local USB
✓ Local Serial
Modem
Network
Setup...
Click here.
Custom...
File Link...
View Log...
About...
Help...
Exit

4 In the Setup window, click the Local tab.

5 In the Serial port drop-down box, select the port that your computer uses for infrared communication.



Setup
General
Local
Modem
Network
Click here.
OK
Cancel
Apply
Help

Serial port: COM1

Speed: As Fast As Possible

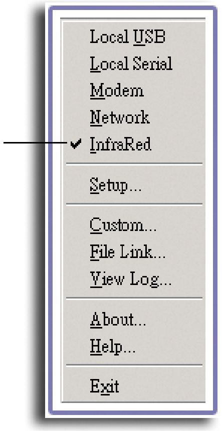
6 Click OK.

The HotSync Manager is now enabled to perform infrared communication between your computer and your handheld.

For systems running on Windows 2000 or Windows XP, perform the steps below:

1 Click the HotSync Manager icon in the Windows system tray.

2 In the pop-up menu, make sure Infrared is checked.


Local USB
Local Serial
Modem
Network
✓ InfraRed
Setup...
Custom...
File Link...
View Log...
About...
Help...
Exit

Enable Infrared.

The HotSync Manager is now enabled to perform infrared communication between your computer and your handheld.

Performing an IR HotSync operation

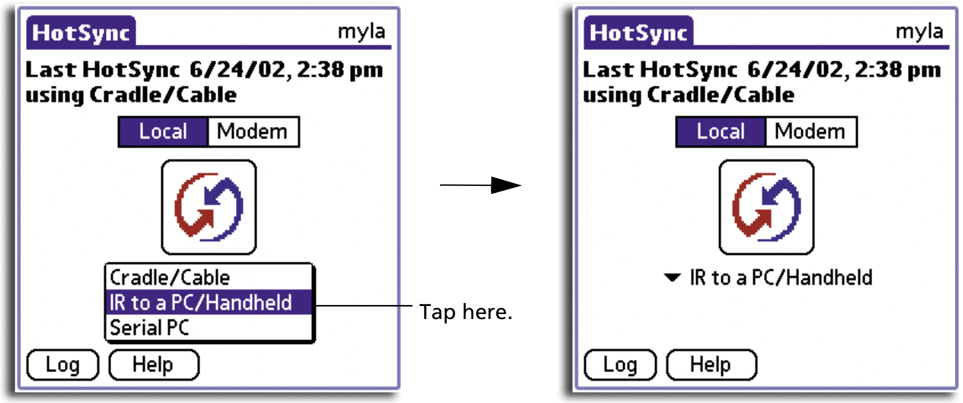
After you complete the steps to prepare for an IR HotSync operation it is easy to perform the actual operation.

To perform an IR HotSync operation

1 In Applications Launcher, tap the HotSync icon .

2 Tap Local.

3 Tap the pick list below the HotSync icon and select IR to a PC/Handheld.


HotSync
myla
Local
Modem
Cradle/Cable
IR to a PC/Handheld
Serial PC
Log
Help
HotSync
myla
Local
Modem
IR to a PC/Handheld
Log
Help

Last HotSync 6/24/02, 2:38 pm using Cradle/Cable

Tap here.

4 Position the IR port of your handheld within a couple of inches of the infrared port of your computer.

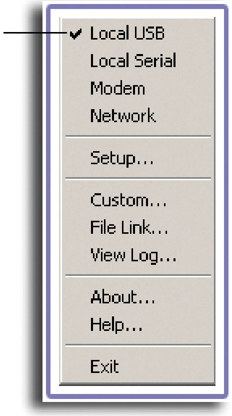
5 Tap the HotSync icon to start the IR HotSync operation.

Returning to using the cradle for local USB HotSync operations

If you are using the provided cradle, you can continue using it while HotSync Manager is configured for infrared communication. Perform the following procedures to return to Local USB cradle HotSync operations only when needed, such as when you have disconnected the cradle from the USB port.

To return to local USB cradle HotSync operations

1. If needed, connect the cradle to the USB port on your computer used for HotSync operations.
2. Click the HotSync Manager icon in the Windows system tray.
3. Select Local USB if it is not already checked.



Enable Local USB.

Reconfiguring HotSync Manager to return to local serial HotSync operations

If you are using the optional Serial Sync Cable, you have to reconfigure the HotSync Manager to perform local serial HotSync operations.

To reconfigure HotSync Manager to return to local serial HotSync operations

1. If needed, connect the Serial Sync Cable to the serial port on your computer used for HotSync operations.
2. Follow steps of 1 to 4 of "To configure HotSync Manager for infrared communication" on page 221.
3. In the Serial port drop-down box, select the COM port where your Serial Sync Cable is connected.
4. Click OK.

Performing a HotSync operation via a network

When you use the Network HotSync software, you can take advantage of the LAN and WAN connectivity available in many office environments. The Network HotSync technology lets you perform a HotSync operation by dialing in to a network or by using a cradle that is connected to any computer on your LAN or WAN (provided that the computer connected to the cradle also has the Network HotSync software installed, your computer is on, and the HotSync Manager is running).

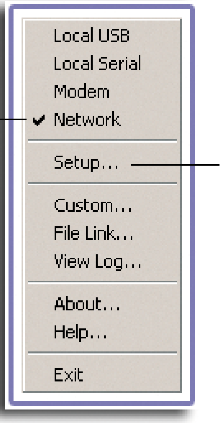
To perform a HotSync operation via a network, you must meet the following requirements:

- Your computer has TCP/IP support installed.
- Both your company's network system and its remote access server support TCP/IP. (Your system administrator has this information.)
- You have a remote access account. (If you don't have an account, consult your system administrator.)

Everything you need to connect to your company's dial-in server (network modem) is included in the Palm Desktop software and in your handheld. You need to activate the feature, however, on both Palm Desktop software and on your handheld.

To prepare your computer for a network HotSync operation:

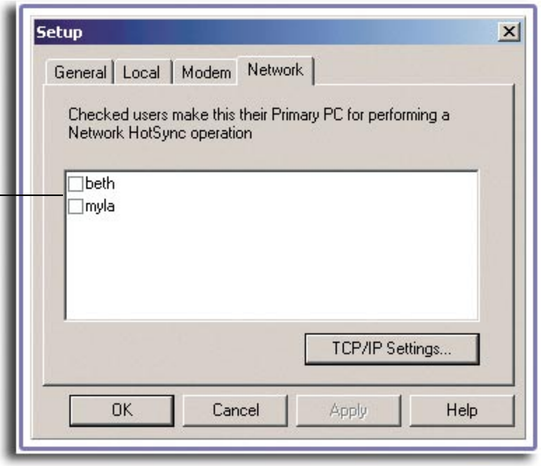
1. Click the HotSync Manager icon in the Windows system tray.
2. From the HotSync Manager menu, choose Network.
3. From the HotSync Manager menu, choose Setup.



Enable Network.

Click here.

4 In the Setup window, click the Network tab, select the check box next to your user name.


Setup
General
Local
Modem
Network
TCP/IP Settings...
OK
Cancel
Apply
Help

Checked users make this their Primary PC for performing a Network HotSync operation

☐ beth
☐ myla

Select your user name.

5 Click OK.

6 Place your handheld in the cradle, then perform a HotSync operation.

The HotSync operation records network information about your computer on your handheld. With this information, your handheld can locate your computer when you perform a HotSync operation over the network.

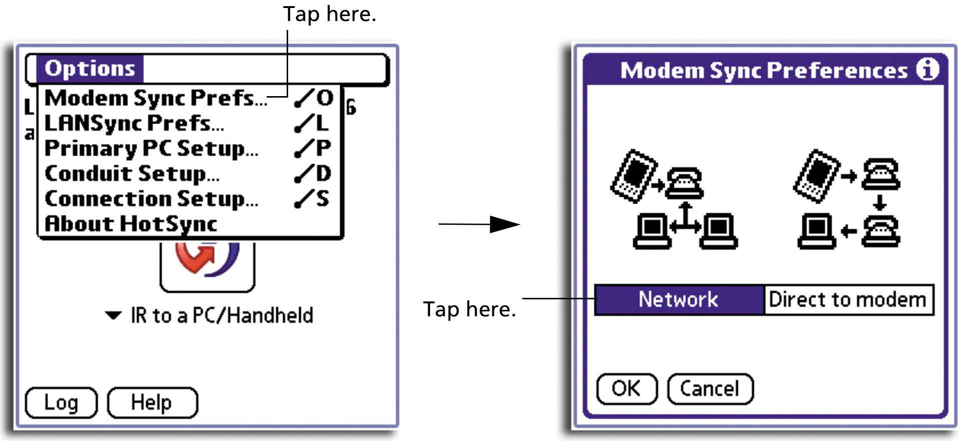
To prepare your handheld for a network HotSync operation

1 In Applications Launcher, tap the HotSync icon .

2 Tap the Menu icon .

3 From the Options menu, tap Modem Sync Prefs.

4 Tap Network.

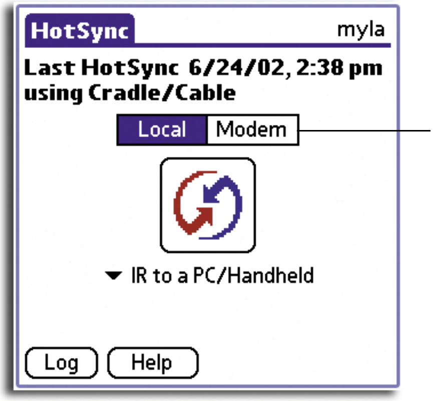

Options
Modem Sync Prefs... ⁄O
LANSync Prefs... ⁄L
Primary PC Setup... ⁄P
Conduit Setup... ⁄D
Connection Setup... ⁄S
About HotSync
IR to a PC/Handheld
Log
Help
Modem Sync Preferences
Network
Direct to modem
OK
Cancel

Tap here.

Tap here.

5 Tap OK.

6 On the HotSync screen, tap Modem.


HotSync myla

Last HotSync 6/24/02, 2:38 pm using Cradle/Cable

Local Modem

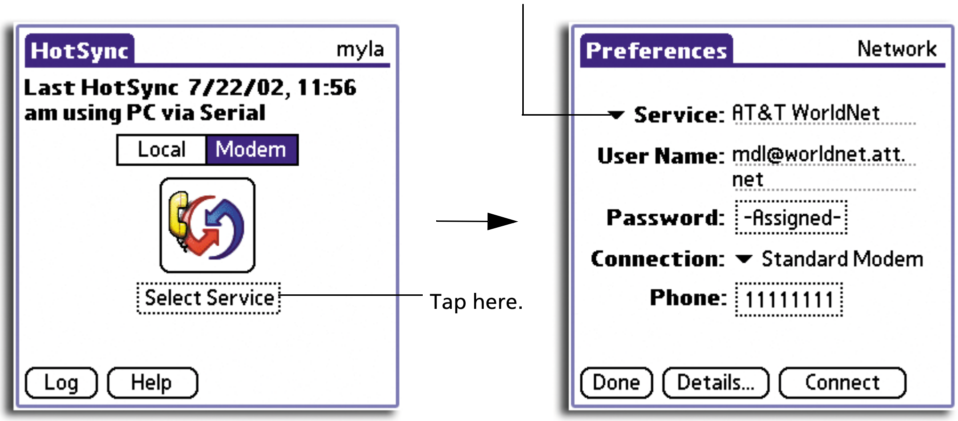
IR to a PC/Handheld

Tap here.

7 Tap Select Service.

8 Tap the Service pick list to select a service.

Tap here to select a service.


HotSync myla

Last HotSync 7/22/02, 11:56 am using PC via Serial

Local Modem

Select Service

Preferences Network

Service: AT&T WorldNet

User Name: mdl@worldnet.att.net

Password: -Assigned-

Connection: Standard Modem

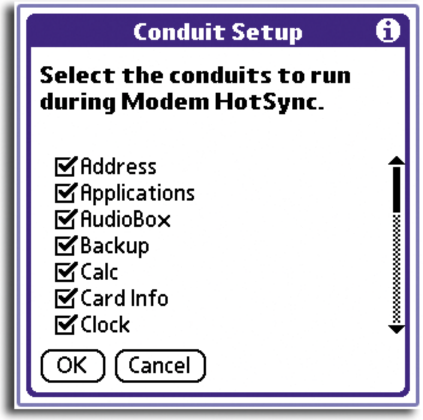
Phone: 11111111

Tap here.

9 Tap Done.

10 Tap the Menu icon ☰.

11 Tap Options, then Conduit Setup.



Conduit Setup

Select the conduits to run during Modem HotSync.

☑ Address
☑ Applications
☑ AudioBox
☑ Backup
☑ Calc
☑ Card Info
☑ Clock

12 In the Conduit Setup dialog box, tap the check boxes to deselect the files and applications that you do not want to synchronise during a network HotSync operation. The default setting is to synchronise all files.

13 Tap OK.

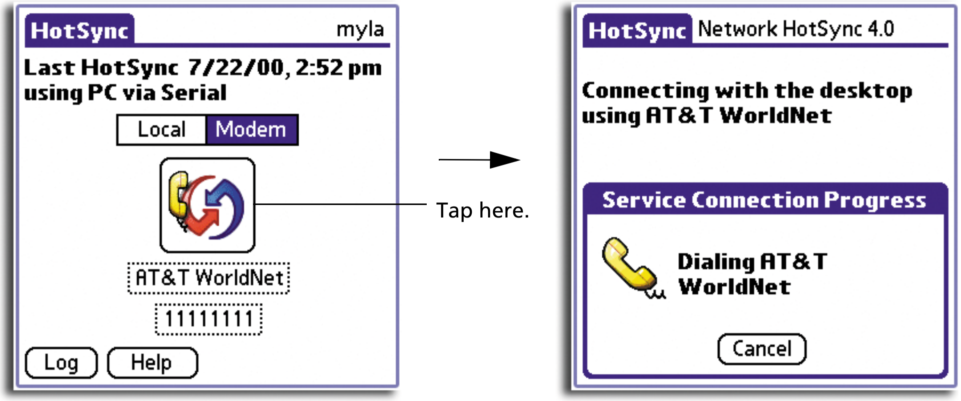
Performing a HotSync operation via a network

After you prepare your computer and your handheld, and select your Conduit Setup options, you are ready to perform a network HotSync operation.

To perform a network HotSync operation:

1 In Applications Launcher, tap the HotSync icon .

2 Tap the HotSync Modem icon to begin the operation.



HotSync myla

Last HotSync 7/22/00, 2:52 pm using PC via Serial

AT&T WorldNet

11111111

Tap here.

HotSync Network HotSync 4.0

Connecting with the desktop using AT&T WorldNet

Service Connection Progress

Dialing AT&T WorldNet

3 Wait for the HotSync operation to complete.

Using File Link

The File Link feature lets you import Address Book and Memo Pad information into your handheld from a separate external file such as a company phone list. HotSync Manager stores the data in a separate category on your Palm Desktop software and on your handheld. You can configure the File Link feature to check for changes to the external file when you perform a HotSync operation.

With File Link, you can import data stored in any of the following file formats:

- Comma delimited (.csv)
- Tab delimited (.tsv)
- Memo Pad archive (.mpa)
- Address Book archive (.aba)
- Text (.txt)

For information on how to set up a file link, see the Palm Desktop software online Help.

10 Setting preferences for your Acer handheld

Using the Preferences dialog box, you can customise the configuration options of your handheld. These options include:

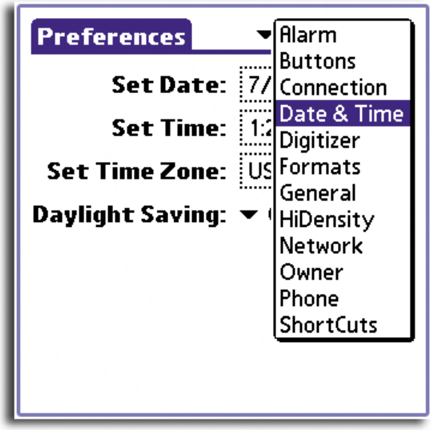
Alarm	Set preferences for alarm reminders including settings for alarm volume, LED indicator function and alarm sound effects.
Buttons	Assign different applications to the buttons on the front panel of your handheld and to the HotSync button on the cradle. You can also configure the function of the Hot Button, and reassign the full-screen pen stroke command.
Connection	Configure cradle, modem, and infrared communication settings.
Date & Time	Set the date, time, time zone and Daylight Saving Time (DST) switch.
Digitizer	Calibrate the display screen of your handheld.
Formats	Set the country default and the formats for date, times, calendar, and numbers.
General	Set the auto shut-off interval, the Stay on in Cradle feature, the system and game sounds; the Beam Receive feature, and the Backlight Power Saving function.
HiDensity	Set the display density of add-on applications you installed in your handheld.
Network	Configure your handheld for use with a network.
Owner	Assign your name, phone number, and other owner information to your handheld.
Phone	Select the connection type for your phone applications.
ShortCuts	Define a list of Graffiti abbreviations.

Opening Preferences

You set preferences to customise your device. To access a Preferences panel, do the following:

1. In the All or System category of Applications Launcher, tap the Prefs icon .

   Screen shows the most recently accessed Preferences panel.
2. Tap the pick list in the upper right corner of the screen.
3. Select the Preferences option you want to view.

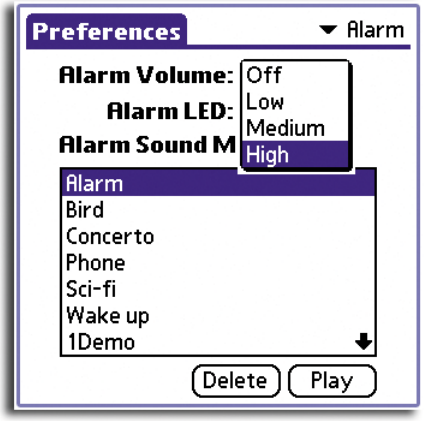

Preferences
Set Date: 7/
Set Time: 1:
Set Time Zone: US
Daylight Saving:
Alarm
Buttons
Connection
Date & Time
Digitizer
Formats
General
HiDensity
Network
Owner
Phone
ShortCuts

Alarm preferences

Alarm Preferences let you configure the volume, LED indicator function, and sound effects settings for alarm reminders.

To set the alarm volume

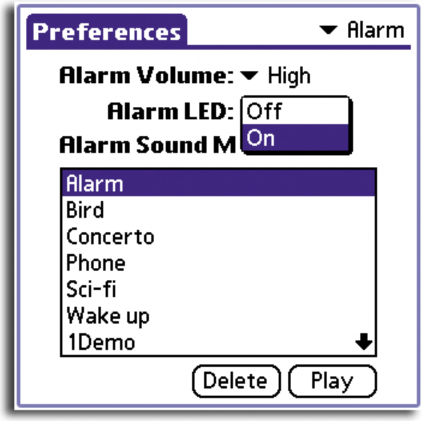
- Tap the Alarm Volume pick list, then select the alarm volume level—Off, Low, Medium, and High.


Preferences
Alarm
Alarm Volume:
Off
Low
Medium
High
Alarm LED:
Alarm Sound M
Alarm
Bird
Concerto
Phone
Sci-fi
Wake up
1Demo
Delete
Play

To set the alarm LED settings

You can set alarms in Date Book and Clock to remind yourself of important appointments or events. When you enable the LED settings, the LED indicator on the front panel of your handheld flashes red to notify you of alarms. This is useful for situations where you want the alarm sound to be off, but still be notified of alarms.

- Tap the Alarm LED pick list and select On or Off.



Alarm Volume: High

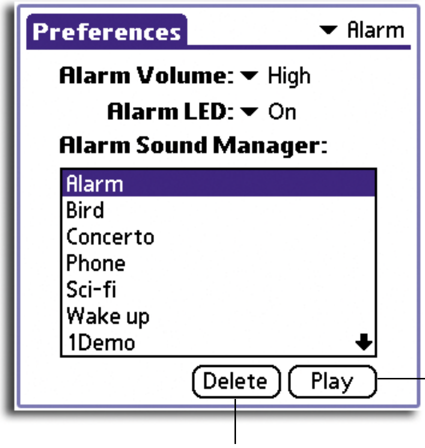
Alarm LED: Off / On

Preferences
Alarm
Alarm Sound M
Alarm
Bird
Concerto
Phone
Sci-fi
Wake up
1Demo
Delete
Play

Alarm Sound Manager

The Alarm Sound Manager displays a list of available background sounds you can use when an alarm is activated. Default sounds include Alarm, Alert, Bird, Concerto, Phone, Sci-Fi, and Wake-up.

For additional alarm background sounds for you handheld, go to www.acer.com.tw.



Alarm Volume: High

Alarm LED: On

Preferences
Alarm
Alarm Sound Manager:
Alarm
Bird
Concerto
Phone
Sci-fi
Wake up
1Demo
Delete
Play

Tap here to listen to the selected background sound.

Tap here to remove the selected background sound from the list.

Buttons preferences

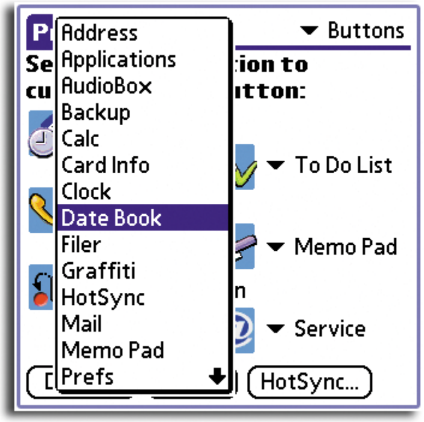
Buttons Preferences let you assign different applications to the buttons on the front panel of your handheld, and to the HotSync button on the cradle. For example, if you find that you seldom use the To Do List and often use Mail, you can assign the To Do List button to start the Mail application.

You can also use the Buttons Preferences to configure the function of the Multi-function button on the left side panel of your handheld, and to determine whether the full-screen pen stroke activates the Graffiti Help application or one of your handheld controls.

To assign applications to the front panel application buttons

1 Tap the pick list next to the icon of the front panel application button you want to reassign.

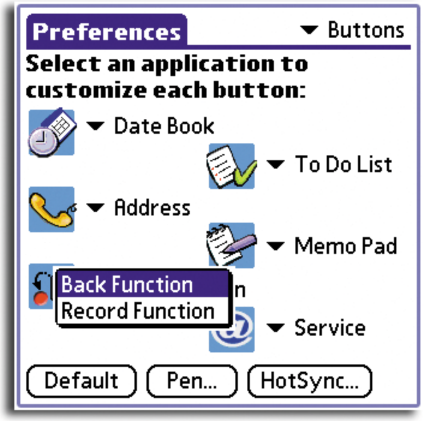
2 Tap the application that you want to assign to that button.


Buttons
Address
Applications
AudioBox
Backup
Calc
Card Info
Clock
Date Book
Filer
Graffiti
HotSync
Mail
Memo Pad
Prefs
To Do List
Memo Pad
Service
HotSync...

To configure the function of the Multi-function button

1 Tap the pick list next to the Multi-function button icon .

2 Tap the function that you want the Multi-function button to serve.



Select an application to customize each button:

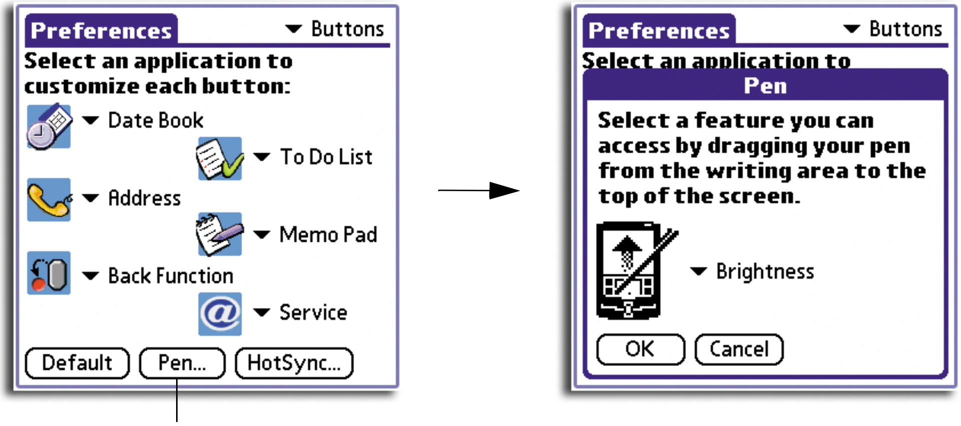
Preferences
Buttons
Date Book
To Do List
Address
Memo Pad
Back Function
Record Function
Service
Default
Pen...
HotSync...

- Back Function (default setting)
  - When used in an open application, it switches the screen to the previous one.
  - When used in Applications Launcher, it toggles between the application categories.
- Record Function - launch Recorder and activate recording mode for Acer s60.

You can also use the Multi-function button to perform specific third-party application functions. For configuration instructions, refer to the documentation of that application.

To change what the full-screen pen stroke activates

1 Tap Pen... to display the Pen screen.



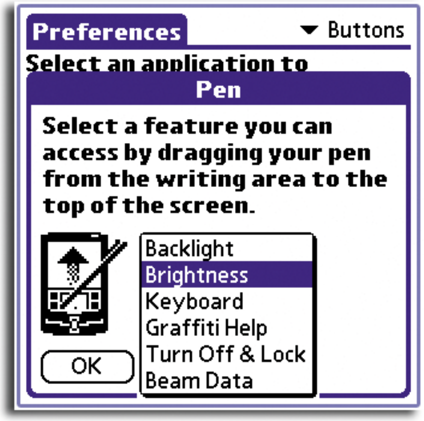
Select an application to customize each button:

Select a feature you can access by dragging your pen from the writing area to the top of the screen.

Preferences
Buttons
Date Book
To Do List
Address
Memo Pad
Back Function
Service
Default
Pen...
HotSync...
Preferences
Buttons
Pen
Brightness
OK
Cancel

Tap here.

2 Tap the pick list and tap a function you want the full-screen pen stroke to activate.


Preferences
▼ Buttons
Select an application to
Pen
Backlight
Brightness
Keyboard
Graffiti Help
Turn Off & Lock
Beam Data
OK

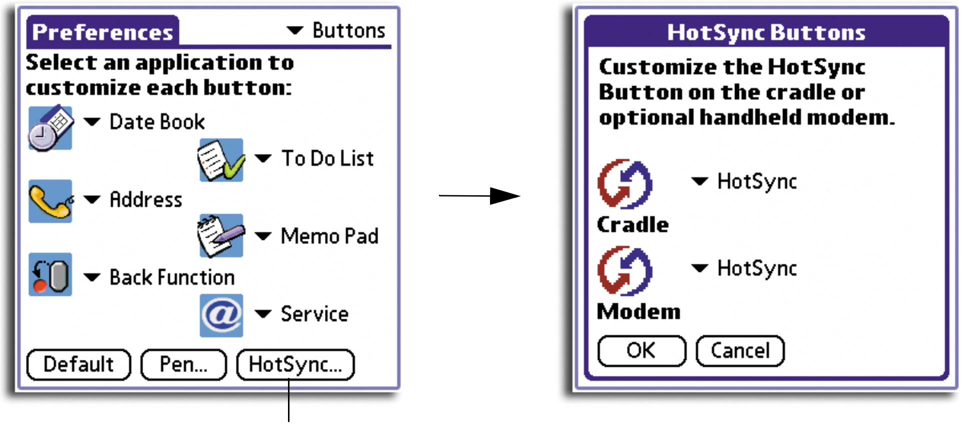
Select a feature you can access by dragging your pen from the writing area to the top of the screen.

Backlight	Turns on the backlight.
Brightness	Displays the Adjust Brightness screen.
Keyboard	Opens the onscreen keyboard for entering text characters.
Graffiti Help	Opens a series of screens that show the complete Graffiti character set.
Turn Off & Lock	Turns off and locks your handheld. You must assign a password to lock your handheld. When locked, you need to enter the password to use your handheld. Refer to "Locking your handheld" on page 23.
Beam Data	Beams the current record to another IR-enabled device that is near your handheld. Refer to "8 Beaming information" on page 207.

3 Tap OK.

To change the HotSync buttons preferences

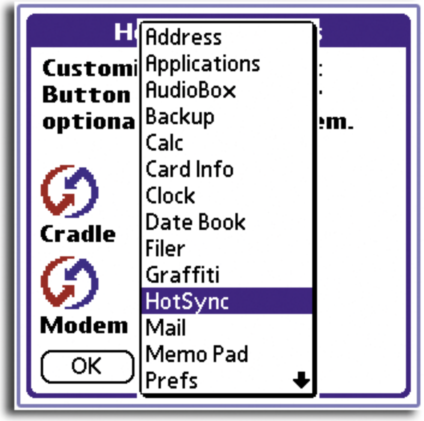
1 Tap the HotSync... to display the HotSync Buttons screen.


Preferences
Buttons
Select an application to customize each button:
Date Book
To Do List
Address
Memo Pad
Back Function
Service
Default
Pen...
HotSync...
HotSync Buttons
Customize the HotSync Button on the cradle or optional handheld modem.
HotSync
Cradle
HotSync
Modem
OK
Cancel

Tap here.

2 Tap the pick list next to the HotSync button you want to assign.

3 Tap the application you want to assign to that button.


Address
Applications
AudioBox
Backup
Calc
Card Info
Clock
Date Book
Filer
Graffiti
HotSync
Mail
Memo Pad
Prefs
Cradle
Modem
OK

The default setting for each button is the HotSync setting, which means the cradle and the optional modem perform their normal HotSync functions.

4 Tap OK.

To restore all of the buttons to their factory settings, tap Default.

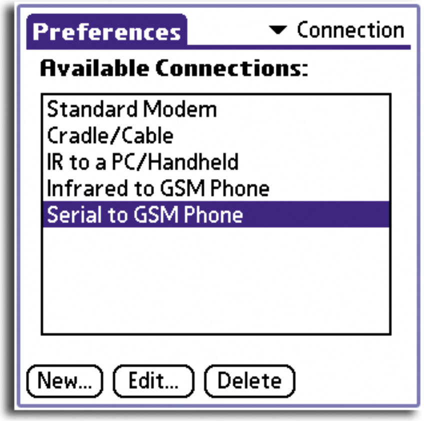
Connection preferences

Connection preferences allow you to create configurations for communicating with a computer, a modem, or a GSM mobile phone. Configurations, or profiles, once activated are available to various end-user applications running on your handheld.

The list of available configurations in the Connection Preferences panel can be modified to reflect the required settings. This list will vary depending on the software available on your handheld.

Connection Types

There are five basic types of connections you can choose from when configuring your preferences. They are described here:



Available Connections:

- Standard Modem
- Cradle/Cable
- IR to a PC/Handheld
- Infrared to GSM Phone
- Serial to GSM Phone

Standard Modem	This connection type defines a connection between a modem attached to the versatile port of your handheld and a modem.
Cradle/Cable	This connection type defines the direct cradle/cable connection between your handheld and your computer. It is used when performing a local HotSync operation. Your handheld is connected to the cradle/cable through the Versatile Connector. The cradle/cable is attached by its cable to a USB/serial port on your computer.
IR to a PC/Handheld	This connection type defines a connection between the IR port of your handheld and the infrared device of your computer or other devices.
IR to GSM Phone	This connection type defines a connection between the IR port of your handheld and an infrared-enabled GSM mobile phone.
Serial to GSM Phone	This connection type defines a connection between the Versatile Connector of your handheld and a GSM mobile phone, using a special cable designed to match your phone.

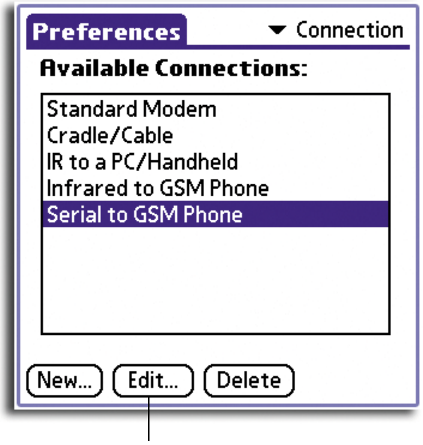
Other possible connection types:

Modem via Cradle/ Cable	This connection type defines a connection between your handheld's Versatile Connector and a modem for dialing in a modem that is part of your computer.
Modem via Infrared	This connection type defines a connection between the IR port of your handheld and a modem. The modem can be attached to or within a mobile phone or other devices supporting an IR port. (Some IR phones have modems.)

To modify Connection preferences

1 In the Connections Preferences panel, tap a connection option to select it.

2 Tap Edit... to display the Edit Connection screen.


Preferences
▼ Connection
Available Connections:
Standard Modem
Cradle/Cable
IR to a PC/Handheld
Infrared to GSM Phone
Serial to GSM Phone
New...
Edit...
Delete

Tap here.

3 Make the desired changes.

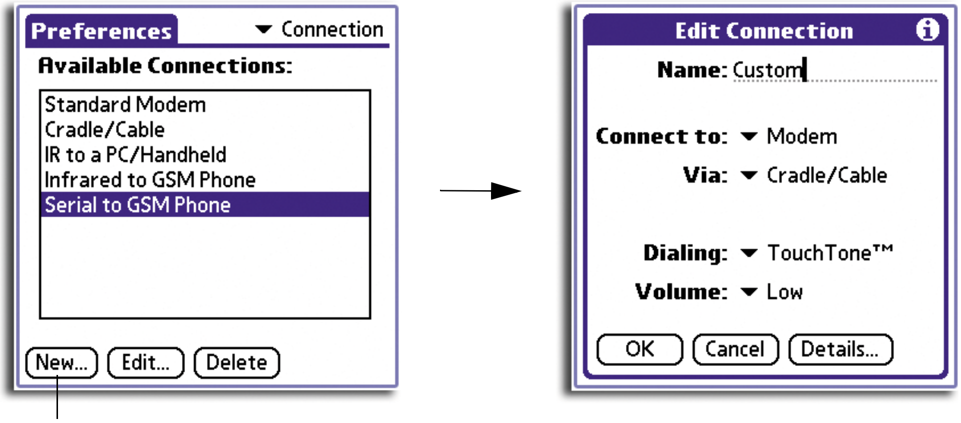
4 Tap OK.

Setting an Infrared to modem connection

You can create a modem connection that enables IR HotSync through an IR-enabled modem. This modem would then dial a modem attached to your computer to perform the remote HotSync operation.

To create an Infrared to Modem connection

1 In the Connection Preferences panel, tap New.



Preferences
Connection
New...
Edit...
Delete
Edit Connection
OK
Cancel
Details...

Available Connections:
Standard Modem
Cradle/Cable
IR to a PC/Handheld
Infrared to GSM Phone
Serial to GSM Phone

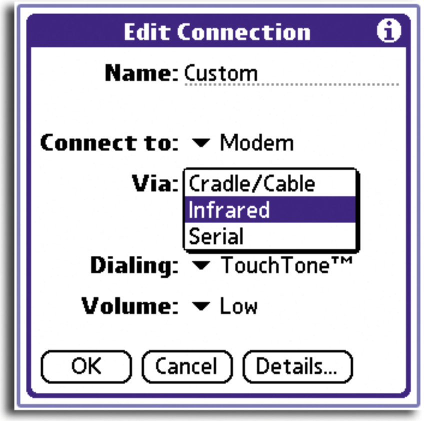
Name: Custom
Connect to: Modem
Via: Cradle/Cable
Dialing: TouchTone™
Volume: Low

Tap here.

2 Enter a name for this configuration (default: Custom).

3 In the Connect to pick list make sure Modem is selected.

4 In the Via pick list, select Infrared.



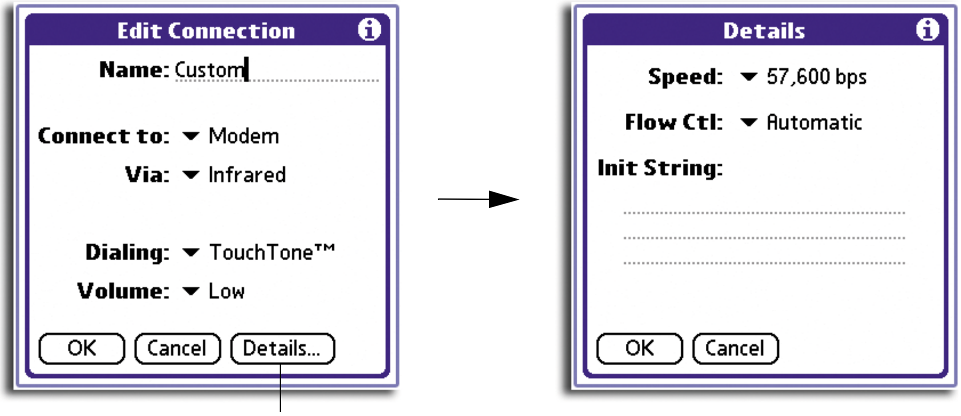
Edit Connection
Cradle/Cable
Infrared
Serial
OK
Cancel
Details...

Name: Custom
Connect to: Modem
Via: Infrared
Dialing: TouchTone™
Volume: Low

5 In the Dialing pick list, tap TouchTone or Rotary.
Select Rotary only if your telephone service does not support TouchTone dialing.

6 Tap the Volume pick list and select the speaker volume for the modem.

7 Tap Details at the bottom of the screen.



Edit Connection

Name: Custom

Connect to: Modem

Via: Infrared

Dialing: TouchTone™

Volume: Low

Details

Speed: 57,600 bps

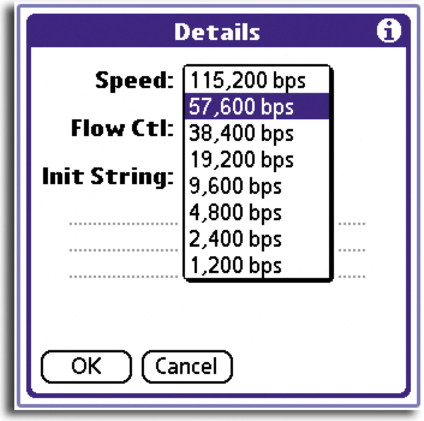
Flow Ctl: Automatic

Init String:

OK
Cancel
Details...
OK
Cancel

Tap here.

8 Tap the Speed pick list and select the maximum speed for your modem to communicate with your handheld.



Details

Speed:

Flow Ctl:

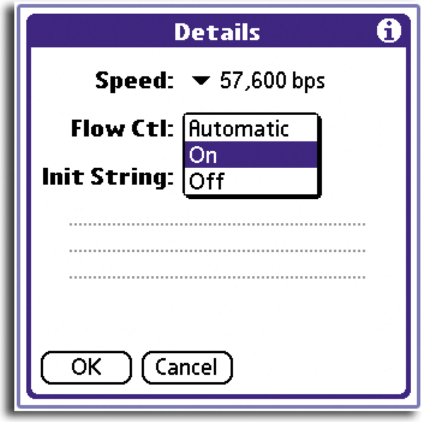
Init String:

115,200 bps
57,600 bps
38,400 bps
19,200 bps
9,600 bps
4,800 bps
2,400 bps
1,200 bps
OK
Cancel

NOTE: This setting does not control the speed at which your modem communicates with your telephone service.

9 Tap the Flow Control (Flow Ctl) pick list, and select a flow control mode for the modem connection.

Options include Automatic, On, or Off.


Details
Automatic
On
Off
OK
Cancel

Speed: 57,600 bps

Flow Ctl: On

Init String:

10 If necessary, edit the Init String text to change the modem setup string.

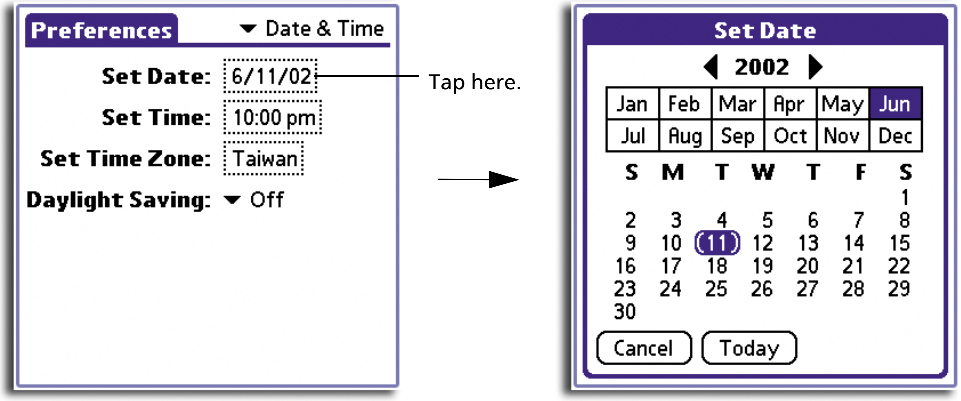
11 Tap OK through each screen until you are returned to the Connection Preferences panel.

Date & Time preferences

The Date & Time Preferences panel lets you set the date, time, time zone and Daylight Saving Time (DST) options for your handheld.

To set the date

1 Tap the Set Date box to display the Set Date calendar screen.


Preferences
Date & Time
Tap here.
Set Date
2002
Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec
S M T W T F S
Cancel
Today

Set Date: 6/11/02

Set Time: 10:00 pm

Set Time Zone: Taiwan

Daylight Saving: Off

2 Tap the arrows at the top of the Set Date calendar screen to select the current year.

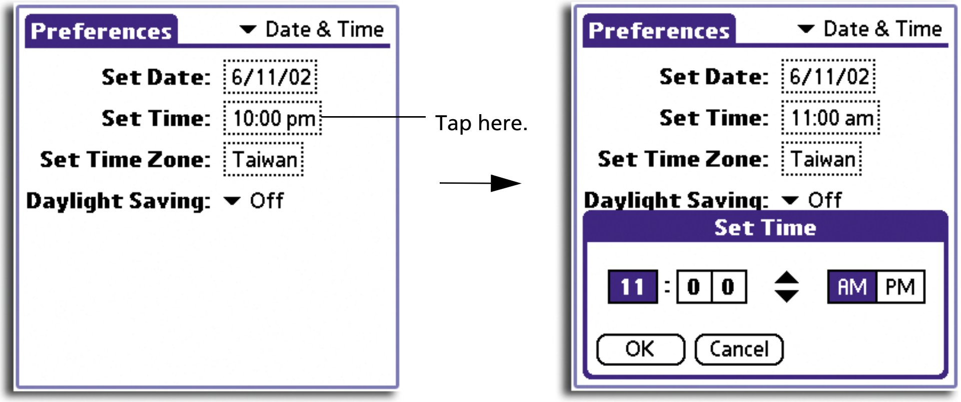
3 Tap the month.

4 Tap the current date.

The screen closes and the dates you selected are displayed in the Set Date box.

To set the time

1 Tap the Set Time box to display the Set Time dialog box.


Preferences
Date & Time
Tap here.
Preferences
Date & Time
Set Time
AM
PM
OK
Cancel

Set Date: 6/11/02
Set Time: 10:00 pm
Set Time Zone: Taiwan
Daylight Saving: Off

Set Date: 6/11/02
Set Time: 11:00 am
Set Time Zone: Taiwan
Daylight Saving: Off
11 : 0 0 AM

2 Tap the up/down arrows to change the hour.

3 Tap the minute frames, then tap up/down arrows to change the number.

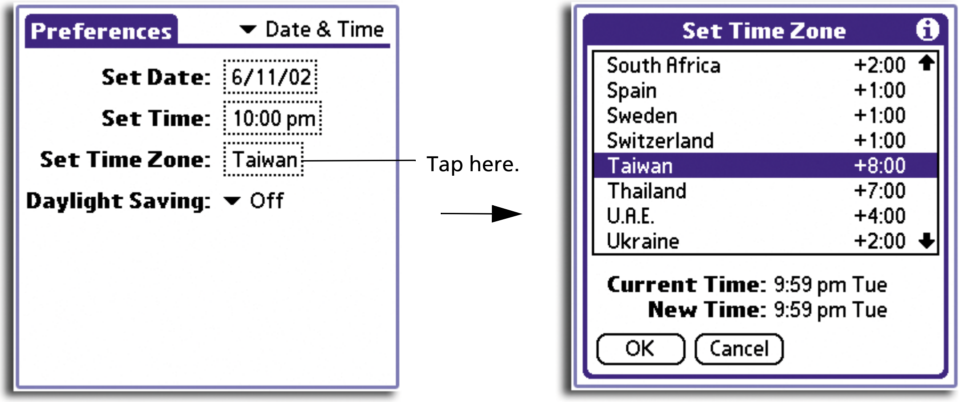
4 If the time display mode is based on a 12-hour clock, tap AM or PM.

5 Tap OK to set the new time.

NOTE: To display time based on a 24-hour clock, change the time format. See "Formats preferences" on page 244.

To set the time zone

1 Tap the Set Time Zone box to display the Set Time Zone dialog box.


Preferences
Date & Time
Tap here.
Set Time Zone
OK
Cancel

Set Date: 6/11/02
Set Time: 10:00 pm
Set Time Zone: Taiwan
Daylight Saving: Off

South Africa	+2:00
Spain	+1:00
Sweden	+1:00
Switzerland	+1:00
Taiwan	+8:00
Thailand	+7:00
U.A.E.	+4:00
Ukraine	+2:00

Current Time: 9:59 pm Tue
New Time: 9:59 pm Tue

2 Use the scroll arrows to scroll to your country and time zone.

TIP: You can use the hardware scroll buttons to view the list a page at a time.

---

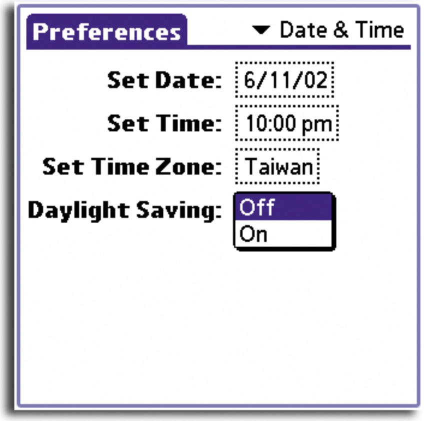
3 Tap your time zone to highlight it.

4 Tap OK.

TIP: Choose the time zone from the list that corresponds to where you are. When you travel, use this dialog to change time zones. If you are not sure what time zone you are in, find out what time it is, and select the time zone which shows the current time. Do not use the Time Zone dialog to switch between daylight savings time and standard time. Use the Daylight Savings pick list.

To set daylight saving time

- Tap on the Daylight Saving pick list to toggle this feature on or off.



Set Date: 6/11/02
Set Time: 10:00 pm
Set Time Zone: Taiwan
Daylight Saving: Off

Digitizer preferences

The first time you start your handheld, setup instructions appear onscreen. These instructions include a calibration screen, or Digitizer. Calibration aligns the internal circuitry of your handheld with its touch-sensitive screen so your handheld can detect the task you want to perform when you tap an element on the screen.

You can recalibrate your screen after a hard reset, or if your digitizer drifts.

To calibrate your screen

- In the Digitizer screen, follow the onscreen instructions, tapping the screen where indicated.

Formats preferences

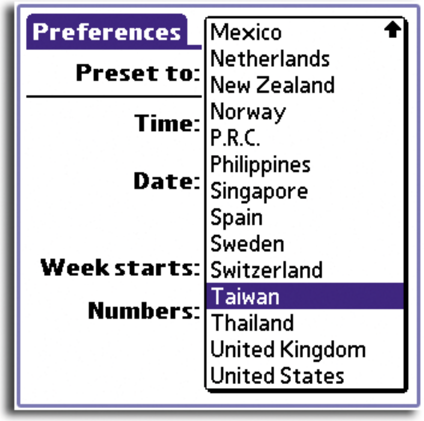
The Formats Preferences panel lets you choose a default country for your handheld. You can also set the display format for time, date, and numbers, as well as choose the starting day of the week.

Setting default country

The default country adjusts the time, date, and number formats, as well as the starting day of the week.

To choose a default country

1. Tap the Preset To pick list.
2. Tap a country name.

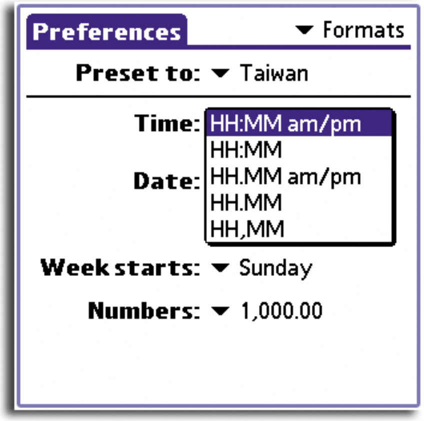

Preferences
Preset to:
Time:
Date:
Week starts:
Numbers:
Mexico
Netherlands
New Zealand
Norway
P.R.C.
Philippines
Singapore
Spain
Sweden
Switzerland
Taiwan
Thailand
United Kingdom
United States

Setting time, date, week start, and number display formats

The Time setting defines the format for the time of the day. The time format that you select appears in all applications in your handheld.

To change the formatting of the time, date, week start, and numbers

1. Tap the Time pick list and select a format, where *H* is hour and *M* is minute.

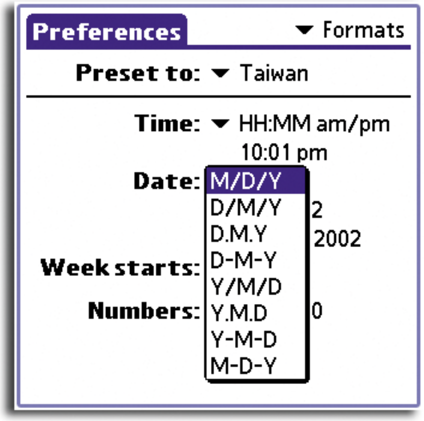

Preferences
Formats
HH:MM am/pm
HH:MM
HH.MM am/pm
HH.MM
HH,MM

Preset to: Taiwan

Week starts: Sunday

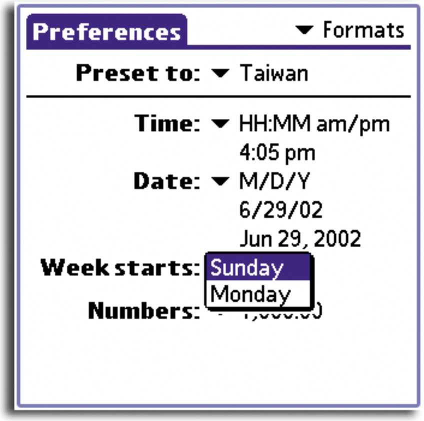
Numbers: 1,000.00

2 Tap the Date pick list and select a format, where *D* is day, *M* is month, and *Y* is year.



Preset to: Taiwan
Time: HH:MM am/pm
10:01 pm
Date: M/D/Y
D/M/Y
D.M.Y
D-M-Y
Y/M/D
Y.M.D
Y-M-D
M-D-Y
2
2002
Week starts:
Numbers:
0

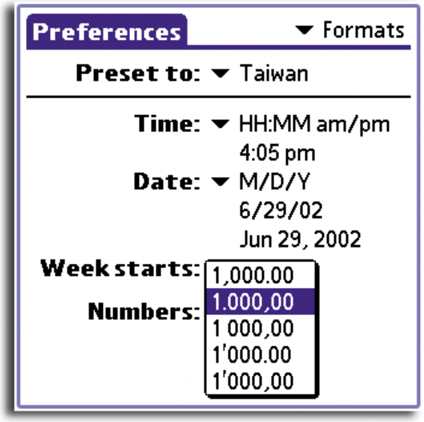
3 Tap the Week starts pick list, and select whether you want the first day of the week to be Sunday or Monday.



Preset to: Taiwan
Time: HH:MM am/pm
4:05 pm
Date: M/D/Y
6/29/02
Jun 29, 2002
Week starts: Sunday
Monday
Numbers:

NOTE: This time, date and week start settings controls the Day, Week, Month, and Agenda views in Date Book and all other aspects of your handheld that display a calendar.

4 Tap the Numbers pick list, and select formats for the decimal point and thousands separator.


Preferences
▼ Formats
Preset to: ▼ Taiwan
Time: ▼ HH:MM am/pm
4:05 pm
Date: ▼ M/D/Y
6/29/02
Jun 29, 2002
Week starts:
Numbers:
1,000.00
1.000,00
1 000,00
1'000.00
1'000,00

General preferences

The General Preferences panel enables you to set the auto shut-off interval; the Stay on in Cradle feature, sounds and volume, the Beam Receive feature, and the Backlight Power Saving function.

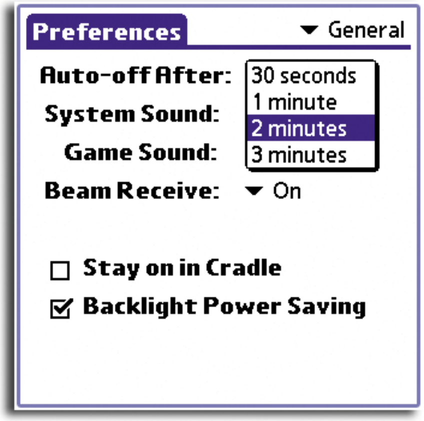
Setting the Auto-off interval time

You can set when your handheld automatically shuts off. Your handheld automatically turns off the power and backlight after a period of inactivity, to conserve battery power. If you find that your handheld shuts itself off before you finish reviewing the information on the screen, you can increase the automatic shutoff setting.

To set the Auto-off interval time

1 Tap the Auto-off After pick list.

2 Tap an option—30 seconds, 1 minute, 2 minutes, or 3 minutes.

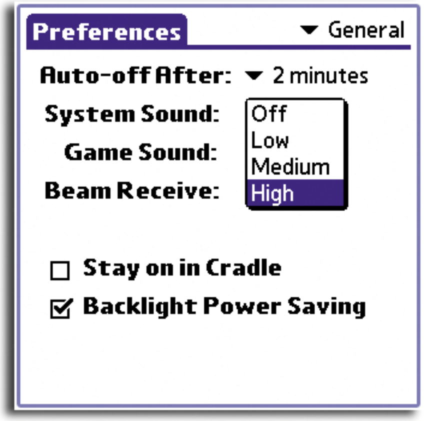

Preferences
▼ General
Auto-off After:
System Sound:
Game Sound:
Beam Receive: ▼ On
30 seconds
1 minute
2 minutes
3 minutes
☐ Stay on in Cradle
☑ Backlight Power Saving

Setting the sounds and volumes

Your handheld uses a variety of sounds. You can control the sound and volume for system alerts and game sounds using the General Preferences panel.

To set the system and game sounds

1 Tap the System Sound pick list and select the sound level—Off, Low, Medium, or High.



Preferences ▾ General

Auto-off After: ▾ 2 minutes

System Sound:

Game Sound:

Beam Receive:

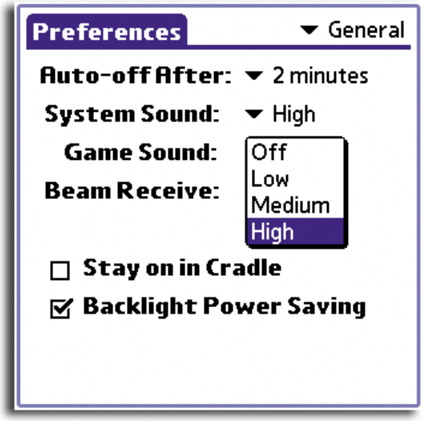
Off
Low
Medium
High

☐ Stay on in Cradle

☑ Backlight Power Saving

NOTE: When you turn off the System Sounds, you also turn off the 'chimes' tones associated with HotSync operations.

2 Tap the Game Sound pick list and select the sound level—Off, Low, Medium, or High.



Preferences ▾ General

Auto-off After: ▾ 2 minutes

System Sound: ▾ High

Game Sound:

Beam Receive:

Off
Low
Medium
High

☐ Stay on in Cradle

☑ Backlight Power Saving

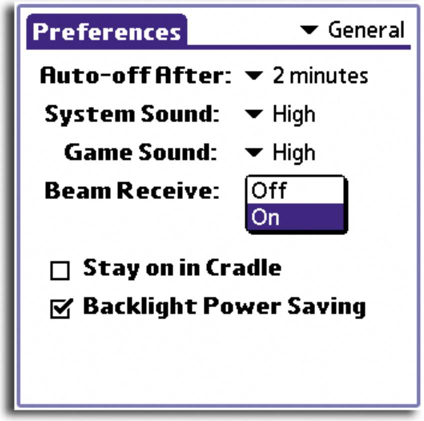
NOTE: The Game Sound setting typically works only with newer games that are programmed to respond to it. Older games don't usually respond to this setting.

Turning Beam Receive on and off

You can choose to turn off the Beam Receive feature. This prohibits anyone from beaming information to your handheld. It also results to a slight saving in battery power.

To change the Beam Receive feature

- Tap the Beam Receive pick list and select On or Off.



Preferences ▾ General
Auto-off After: ▾ 2 minutes
System Sound: ▾ High
Game Sound: ▾ High
Beam Receive: Off / On
☐ Stay on in Cradle
☑ Backlight Power Saving

For more information on using the beam function, refer to "8 Beaming information" on page 207.

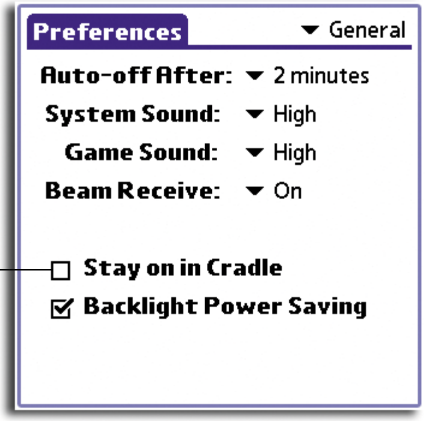
Setting your Acer handheld to stay on while in the cradle

You can choose to leave your handheld on when it is in the cradle during a HotSync operation, or when you are recharging your battery, so you can continue viewing your data.

To set your device to stay on while in the cradle

- Tap the Stay on in Cradle check box to allow your handheld to stay on while in the cradle.

  Deselecting this box will cause your handheld to shut off after the Auto shutoff time interval that you set.



Auto-off After: 2 minutes
System Sound: High
Game Sound: High
Beam Receive: On

☐ Stay on in Cradle
☑ Backlight Power Saving

Tap here to enable the Stay on in Cradle option.

Setting the backlight power saving mode

You can choose to activate the power saving mode for the backlight to minimize battery consumption.

To set the backlight power saving mode

- By default, the Backlight Power Saving check box is selected to enable the backlight's power saving mode. Tap the check box to disable this function.

NOTE: The backlight automatically turns off after one minute of standby operation. Tap the screen or press any of the hardware buttons to turn the backlight back on.

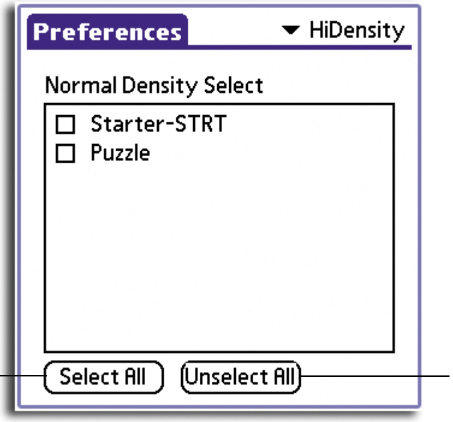
HiDensity preferences

Some add-on applications you might install on your handheld may not display properly on the screen. If this happens, use HiDensity Preferences to correct the situation.

To set the display density settings

- Tap the check box before the add-on application to correct its display density.

  You can choose to tap Select All to set all add-on applications' display density. In the same manner, you can tap Deselect All to display all add-on applications using their default display density settings.



Normal Density Select

☐ Starter-STRT
☐ Puzzle

Tap here to select all applications.

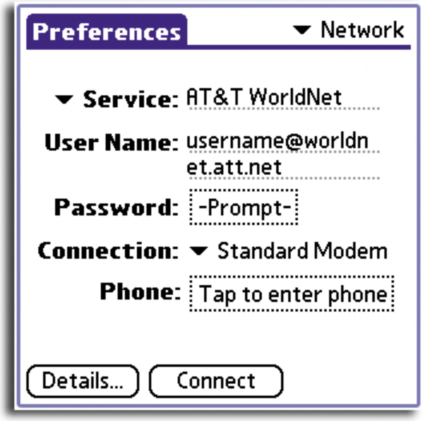
Tap here to deselect all applications.

Network preferences

The TCP/IP software that is included in your handheld's operating system lets you connect with remote Internet Service Providers (ISPs) or dial-in (remote access) servers, using applications that let you view the transmitted data.

To use TCP/IP, you must first create a configuration in Connection Preferences and then define the Network preference settings. Then you connect to your ISP or dial-in server.

Network Preferences lets you set a password, telephone number, DNS number, IP address, as well as create a login script for remote connections. You can use a preset service template for your ISP or dial-in server, and edit, save, and reuse settings. Or you can create your own service template.



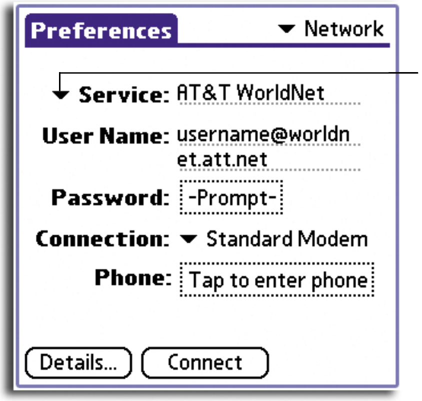
Service: AT&T WorldNet
User Name: username@worldnet.att.net
Password: -Prompt-
Connection: Standard Modem
Phone: Tap to enter phone

To set network preferences

1 Tap the Service pick list.

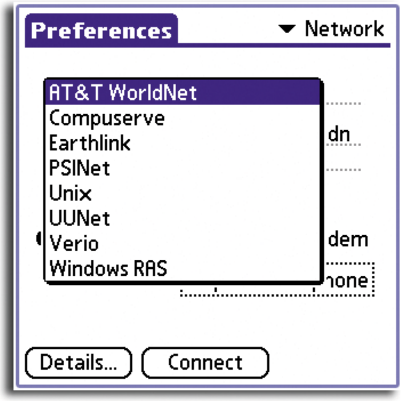
2 Tap the predefined service template you want to use.

Service templates are a set of ISP and dial-in configuration settings that you can create, save and reuse.


Preferences
Network
Details...
Connect

Service: AT&T WorldNet
User Name: username@worldnet.att.net
Password: -Prompt-
Connection: Standard Modem
Phone: Tap to enter phone

Tap here.


Preferences
Network
AT&T WorldNet
Compuserve
Earthlink
PSINet
Unix
UUNet
Verio
Windows RAS
dn
dem
hone
Details...
Connect

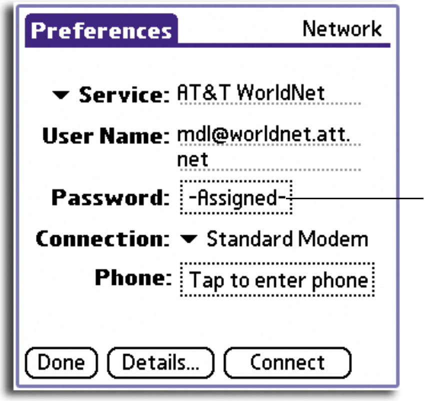
3 In the User Name field, enter the user name that identifies you when logging in to your ISP or dial-in server.

Only two lines appear onscreen, but the field can contain multiple lines of text. The user name identifies the name you use when you log into your ISP or dial-in server. Do not enter spaces in your user name unless your dial-in server accepts them.

4 Choose whether to use a password when logging onto your ISP or dial-up service:

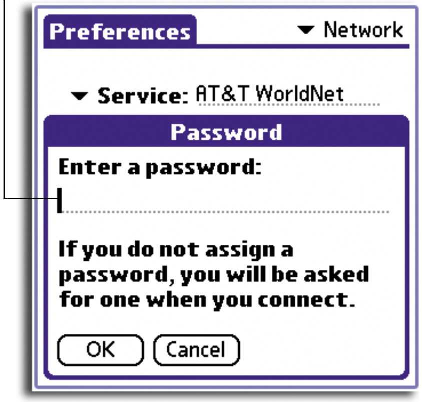
- To not be prompted for a password during log-on, tap the Password field. Enter your password and tap OK. "Assigned" appears in the field.
- To have your handheld prompt you for the password during log-on, leave "Prompt" in the Password field and do not enter anything. You should choose this option if you are concerned about security.

Enter password.


Preferences
Network
Done
Details...
Connect

Service: AT&T WorldNet
User Name: mdl@worldnet.att.net
Password: -Assigned-
Connection: Standard Modem
Phone: Tap to enter phone

Tap here.


Preferences
Network
OK
Cancel

Service: AT&T WorldNet

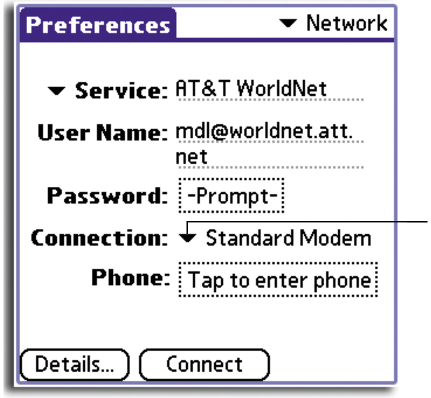
Password

Enter a password:

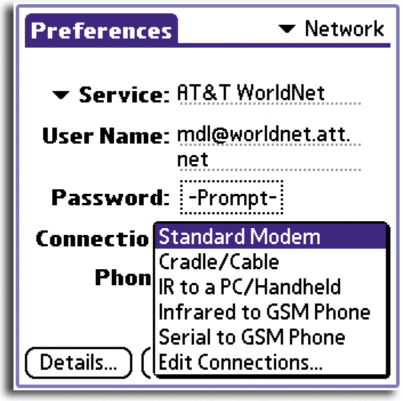
If you do not assign a password, you will be asked for one when you connect.

5 Tap the Connection pick list and select one.

The list includes the configurations displayed in your Connection Preferences panel. Refer to "Connection preferences" on page 237.


Preferences ▼ Network
▼ Service: AT&T WorldNet
User Name: mdl@worldnet.att.net
Password: -Prompt-
Connection: ▼ Standard Modem
Phone: Tap to enter phone
Details...
Connect

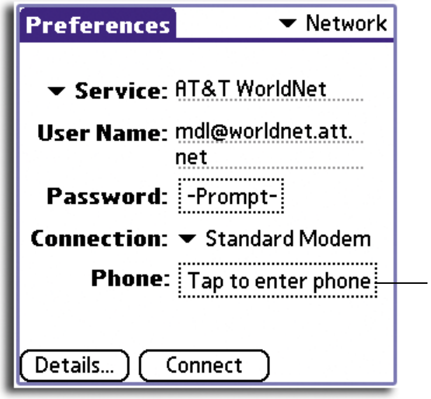
Tap here.


Preferences ▼ Network
▼ Service: AT&T WorldNet
User Name: mdl@worldnet.att.net
Password: -Prompt-
Connectio
Phon
Standard Modem
Cradle/Cable
IR to a PC/Handheld
Infrared to GSM Phone
Serial to GSM Phone
Edit Connections...
Details...

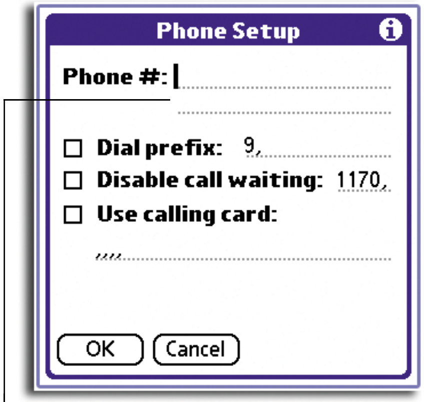
6 Tap the Phone Number field to display the Phone Setup dialog box.

Use this setting to define the telephone number you use to connect with your ISP or dial-in server.

7 Enter the phone number you use to reach your ISP or dial-in server.


Preferences ▼ Network
▼ Service: AT&T WorldNet
User Name: mdl@worldnet.att.net
Password: -Prompt-
Connection: ▼ Standard Modem
Phone: Tap to enter phone
Details...
Connect

Tap here.

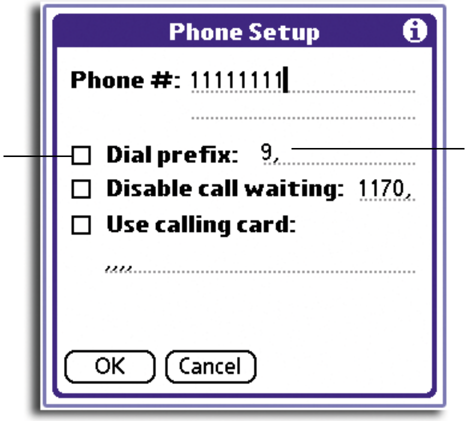

Phone Setup
Phone #:
☐ Dial prefix: 9,
☐ Disable call waiting: 1170,
☐ Use calling card:

Enter your ISP phone number.

8 If you need to enter a prefix or disable Call Waiting, proceed to the next steps. Otherwise, tap OK.

9 To enter a prefix before the telephone number to access an outside line, tap the Dial Prefix check box, and enter the prefix.

A prefix is a number that you dial before the telephone number to access an outside line. For example, many offices require that you dial “9” to dial a number outside the building.


Phone Setup

Phone #: 11111111

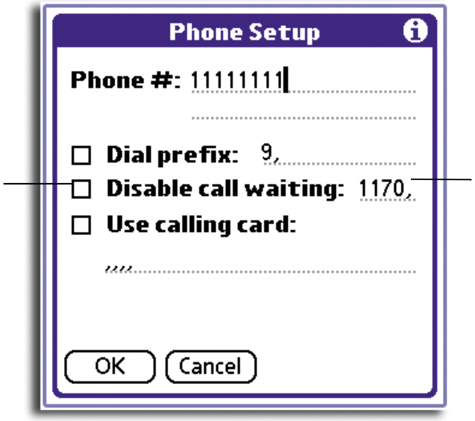
☐ **Dial prefix:** 9,
☐ **Disable call waiting:** 1170,
☐ **Use calling card:**
,,,,

Select to use a prefix.

Enter your prefix.

10 To turn off call waiting, tap the Disable call waiting check box, and enter the code to turn off Call Waiting. (If you don’t know the code, contact your local telephone company for the appropriate code.)

NOTE: The call waiting function can end your network session if you receive a call while you are connected.


Phone Setup

Phone #: 11111111

☐ **Dial prefix:** 9,
☐ **Disable call waiting:** 1170,
☐ **Use calling card:**
,,,,

Select to turn off Call Waiting.

Enter your disable code.

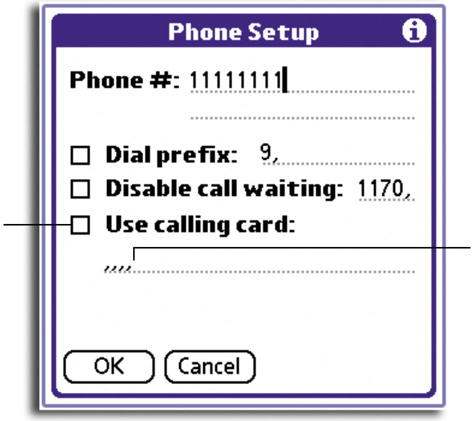
11 To use a calling card to dial your ISP or dial-up service:

a. Tap the Use calling card check box.

b. In the Use calling card field, enter three commas.

Each comma delays transmission of your calling card number for two seconds, to compensate for the delay before the number is entered.

c. Enter your calling card number.



Phone #: 11111111

☐ **Dial prefix:** 9,
☐ **Disable call waiting:** 1170,
☐ **Use calling card:**
,,,,

Select to use a calling card.

Enter your calling card number.

12 When you have finished setting up your phone number, tap OK.

Connecting to your ISP or dial-in service

Once you have set the Connection and Network preferences, you can easily connect to your ISP or dial-in server using PPP (Point-to-Point Protocol), SLIP (Serial Line Internet Protocol), or CSLIP (Compressed Serial Line Internet Protocol) protocols.

You can make the connection using either Network Preferences commands or a third-party application.

NOTE: TCP/IP provides the ability to connect to your ISP or dial-in server with third-party application, such as a Web browser or news reader, that lets you view the transmitted data.

To establish a connection

- In the Network Preferences panel, tap the Connect button to dial the current service and display the Service Connection Progress messages.

TIP: To see expanded Service Connection Progress messages, press the lower half of the Scroll button during login.

To close a connection

- Tap Disconnect to terminate the connection between your handheld and your service.

Customising service templates

You can create your own service templates from scratch or duplicate existing templates and edit the information.

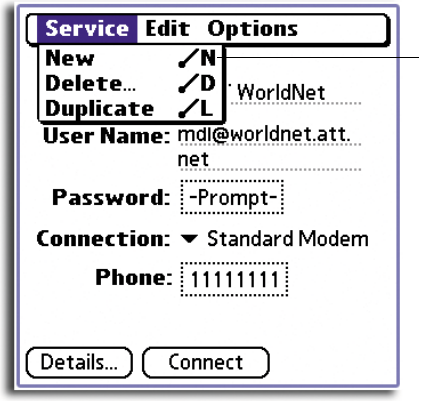
If you use one of the predefined service templates, you probably only need to enter your user name and telephone number. If you create a new service template, you may have to provide additional information.

To create a new service template

1 In the Network Preferences panel, tap the Menu icon.

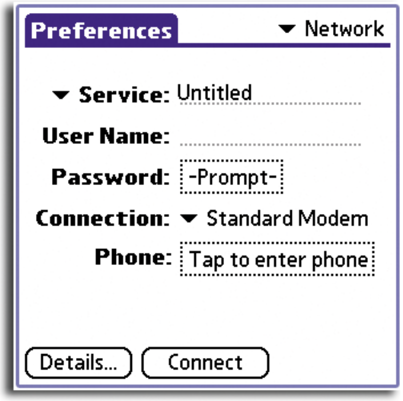
2 From the Service menu, tap New.

A new service template (called Untitled) is added to the Service pick list.


Service Edit Options
New ⁄N
Delete... ⁄D
Duplicate ⁄L
Details...
Connect

WorldNet
User Name: mdl@worldnet.att.net
Password: -Prompt-
Connection: Standard Modem
Phone: 11111111

Tap here.


Preferences
Network
Details...
Connect

Service: Untitled
User Name:
Password: -Prompt-
Connection: Standard Modem
Phone: Tap to enter phone

To duplicate an existing service template

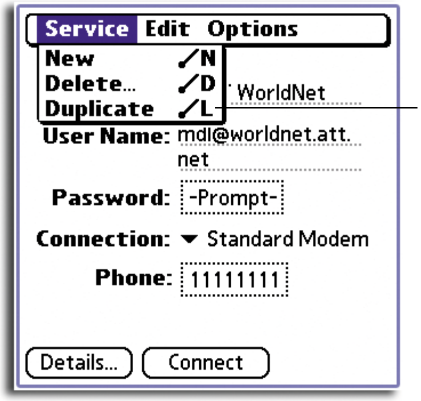
1 In the Network Preferences panel, tap the Service pick list.

2 Tap the predefined service template you want to duplicate.

3 Tap the Menu icon.

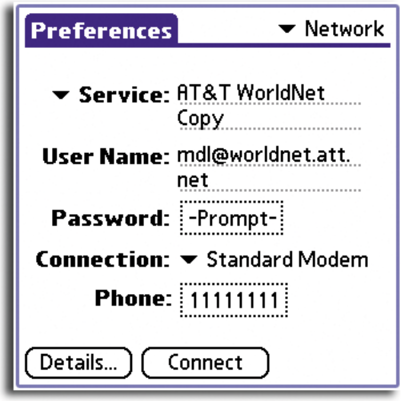
4 From the Service menu, tap Duplicate.

A copy of the service template is added to the Service pick list.


Service Edit Options
New ⁄N
Delete... ⁄D
Duplicate ⁄L
Details...
Connect

WorldNet
User Name: mdl@worldnet.att.net
Password: -Prompt-
Connection: Standard Modem
Phone: 11111111

Tap here.

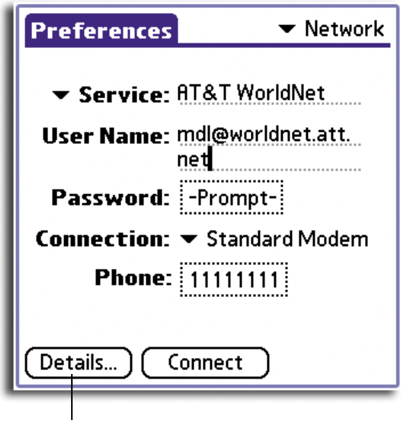

Preferences
Network
Details...
Connect

Service: AT&T WorldNet Copy
User Name: mdl@worldnet.att.net
Password: -Prompt-
Connection: Standard Modem
Phone: 11111111

To edit a service template

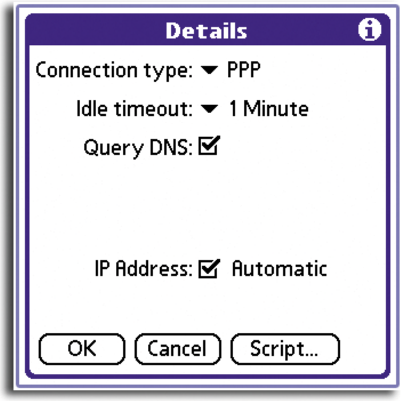
1 In the Network Preferences panel, select a service template.

2 Tap Details.


Preferences
Details...
Connect

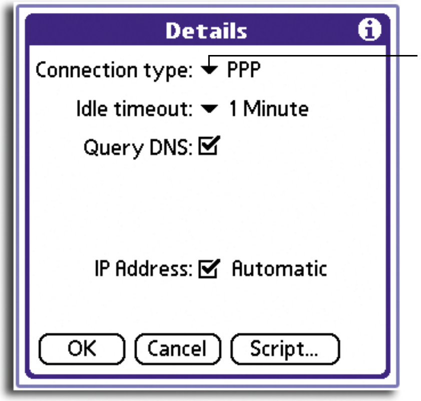
Network
Service: AT&T WorldNet
User Name: mdl@worldnet.att.net
Password: -Prompt-
Connection: Standard Modem
Phone: 11111111

Tap here.


Details
OK
Cancel
Script...

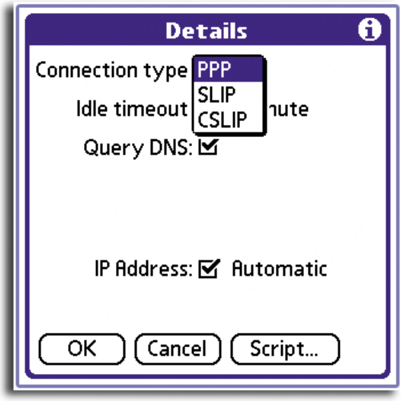
Connection type: PPP
Idle timeout: 1 Minute
Query DNS: ☑
IP Address: ☑ Automatic

3 Tap the Connection type pick list, and select a connection type.


Details
OK
Cancel
Script...

Connection type: PPP
Idle timeout: 1 Minute
Query DNS: ☑
IP Address: ☑ Automatic

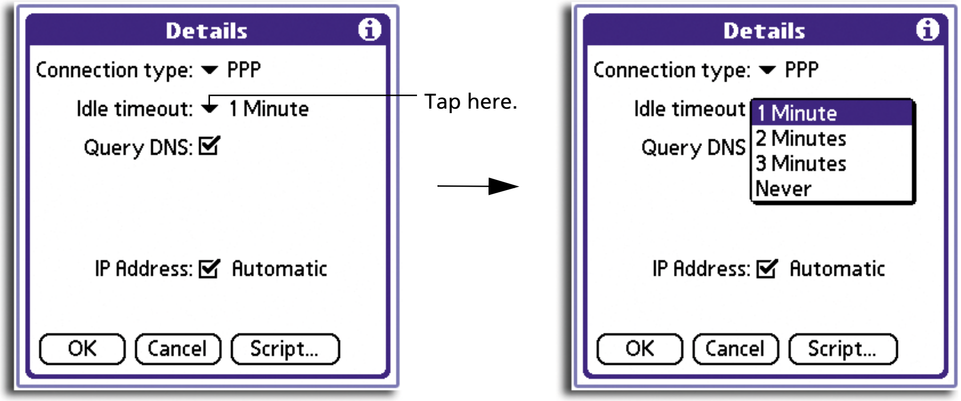
Tap here.


Details
PPP
SLIP
CSLIP
OK
Cancel
Script...

Connection type: PPP
Idle timeout: 1 Minute
Query DNS: ☑
IP Address: ☑ Automatic

PPP	Point-to-Point Protocol Select this type if you are unsure which protocol you need. If PPP doesn't work, ask your ISP or your system administrator for the correct connection type.
SLIP	Serial Line Internet Protocol
CSLIP	Compressed Serial Line Internet Protocol

4 Tap the Idle timeout pick list to specify how long will your handheld wait to drop your connection when you switch out of a TCP/IP application.



Details
Connection type: PPP
Idle timeout: 1 Minute
Query DNS: ☑
IP Address: ☑ Automatic

Tap here.

1 minute	Your handheld will wait for one minute for you to open another application before it drops the connection.
2 minutes	Waits for two minutes.
3 minutes	Waits for three minutes.
Never	Your handheld will keep the connection until you turn off the device (or until it times out).

5 Enter a DNS number following the instructions on "To specify a primary and secondary DNS number" on page 259.

6 Tap OK.

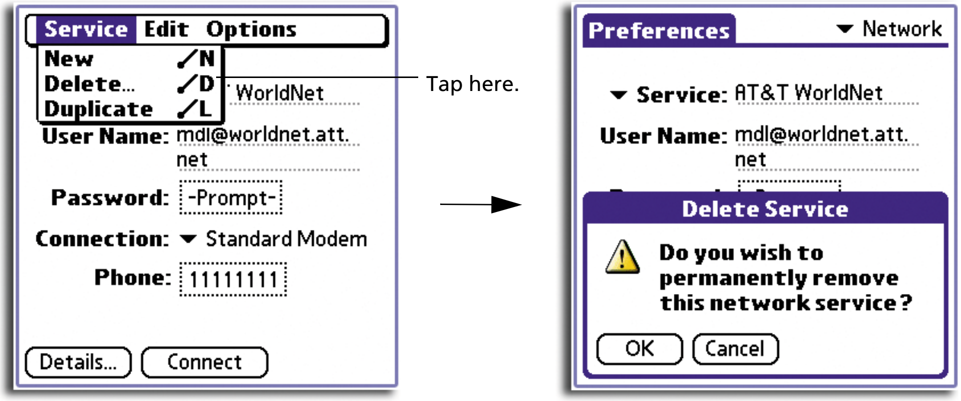
To delete a service template

1 Tap the Service pick list.

2 Tap the service template you want to delete.

3 Tap the Menu icon ☰.

4 From the Service menu, tap Delete.



Tap here.

WorldNet
User Name: mdl@worldnet.att.net
Password: -Prompt-
Connection: Standard Modem
Phone: 11111111

Service: AT&T WorldNet
User Name: mdl@worldnet.att.net

Delete Service

Do you wish to permanently remove this network service?

5 From the confirmation dialog box that appears, tap OK.

Entering DNS numbers and IP addresses

The Internet uses the Domain Naming System (DNS) to translate the names of host computers into IP addresses. A DNS number (or IP address) identifies a specific server that handles the translation services.

Each DNS or IP address is a series of four numbers, from 0 to 255, separated by periods.

Anyone who logs onto the Internet must have a unique identifier—an IP address. This IP address can be either temporary—assigned automatically each time you log on—or permanent.

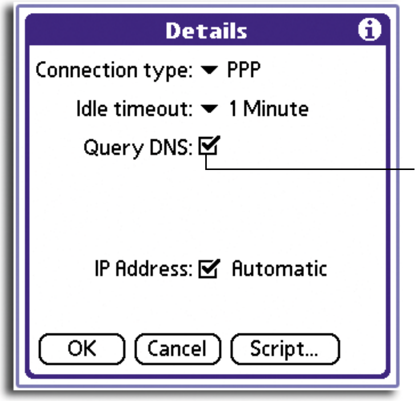
Not all systems require that you enter a DNS number; check whether it is with your system administrator. If a DNS number is required but not entered, logging on to your network may appear successful. However, the connection will fail if you try to use an application or look up information.

If your system requires DNS numbers, ask your Internet Service Provider or system administrator what they are.

To specify a primary and secondary DNS number

1 In the Network Preferences panel with a service template selected, tap Details.

2 Tap the Query DNS check box to deselect it.



Connection type: PPP

Idle timeout: 1 Minute

Query DNS: ☑

IP Address: ☑ Automatic

Tap to deselect.

3 Choose one of the following options:
   - If your system doesn't require a DNS or you are not sure whether it does, leave the DNS field blank.
   - To enter the Primary DNS number:
      – Tap the space to the left of the first period in the Primary DNS field and enter the first section of the IP address using a number only, from 0 to 255.

4 Enter the second, third, and last sections of the Primary DNS field by repeating the procedures above.

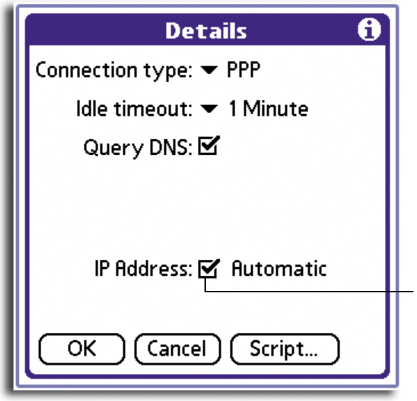
5 Enter the Secondary DNS number using the same procedures as for entering the Primary DNS number.

To specify the IP address

NOTE: Check with your system administrator whether your IP address is automatically (temporarily), or permanently assigned, and if it is permanent, get the address.

1 In the Network Preferences panel, with a service template selected, tap Details.

2 Choose one of the following options:
   - If your IP address is automatic and temporary, make sure that the IP Address check box is selected.



Details

Connection type: PPP

Idle timeout: 1 Minute

Query DNS: ☑

IP Address: ☑ Automatic

Tap to select an automatic IP address.

- If your IP address is permanently assigned:
  - Tap the IP Address check box to deselect it.
  - In the permanent IP address field, tap the space to the left of the first period, and enter the first section of the IP address using a number only, from 0 to 255.

3 Enter the second, third, and last sections of the IP Address field by repeating the procedures above.

4 Tap OK.

Creating a login script

A login script is a series of commands that automates logging into a network server, for example, your office LAN or your ISP. A login script is associated with a specific service template created in Network Preferences.

You can create login script files in two ways:

- In a text editor on your computer, in which you create a file with an extension pnc. You can then install this file in your handheld using the Install Tool.
- In the Login Script dialog box, accessed from the Details dialog box in Network Preferences.

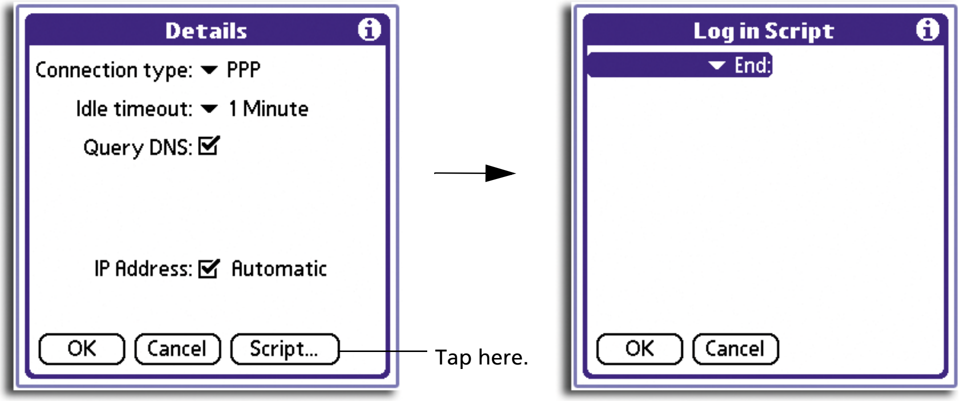
NOTE: Some commands, such as Send, require additional information and have a parameter field to add the necessary data.

You can also use non-ASCII and literal characters in your login script. Refer to "Using non-ASCII characters in login scripts" on page 263.

To create a login script on your Acer handheld

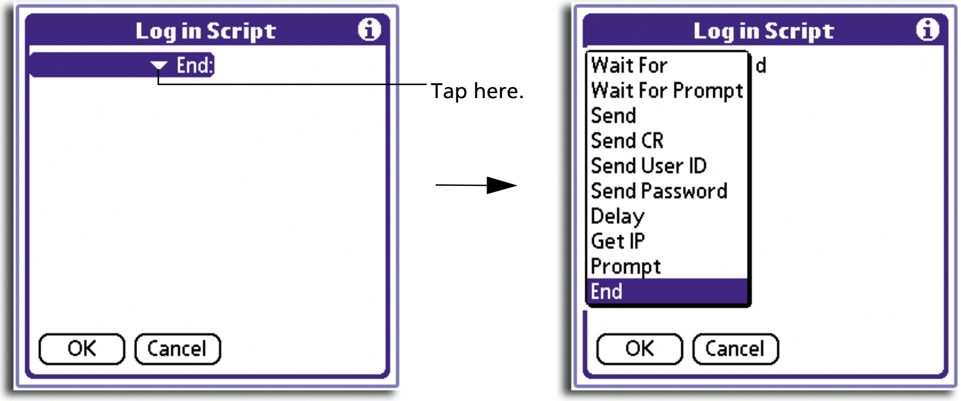
1 In the Network Preferences panel, with a service template selected, tap Details.

2 In the Details dialog box, tap the Script button.


Details
Connection type: PPP
Idle timeout: 1 Minute
Query DNS: ☑
IP Address: ☑ Automatic
OK
Cancel
Script...
Tap here.
Log in Script
End:
OK
Cancel

3 In the Login Script screen, tap the End pick list.

4 In the pick list, tap any of the following commands to select them, and then enter additional information if a field appears.


Log in Script
End:
Tap here.
OK
Cancel
Log in Script
Wait For
Wait For Prompt
Send
Send CR
Send User ID
Send Password
Delay
Get IP
Prompt
End
OK
Cancel

Wait For	Instructs your handheld to wait for specific characters from the TCP/IP server before executing the next command
Wait for Prompt	Detects a challenge-response prompt coming from the server and then displays the dynamically generated challenge value. You then enter the challenge value into your token card, which in turn generates a response value for you to enter on your handheld. This command takes two arguments, separated by a vertical bar (|) on the input line.
Send	Transmits specific characters to the TCP/IP server to which you are connecting.
Send CR	Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.

Send User ID	Transmits the User ID information entered in the User ID field of the Network Preferences dialog box.
Send Password	Transmits the password entered in the Password field of the Network Preferences dialog box. If you did not enter a password, this command prompts you to enter one.

NOTE: The Password command is usually followed by a Send CR command.

Delay	Instructs your handheld to wait a specific number of seconds before executing the next command in the login script.
Get IP	Reads an IP address and uses it as the IP address for your handheld. This command is used with SLIP connections.
Prompt	Opens a dialog box and prompts you to enter text of some kind, for example, a password or a security code.
End	Identifies the last line in the login script.

5 Repeat steps 3 and 4 until you have completed the login script.
6 Tap OK.
7 Tap OK in the Details dialog box.

Using non-ASCII characters in login scripts

If you know how to write custom scripts with non-ASCII characters, you can incorporate the caret (^char) character, carriage returns and line feeds, and literal characters in your custom login scripts.

Caret (^ char)

Use the caret (^ char) character to transmit ASCII command characters. If you send ^char, and the ASCII value of char is between @ and _, then the character is automatically translated to a single-byte value between 0 and 31.

For example, ^M is converted to a carriage return. If char is a value between a and z, then the character sequence is translated to a single-byte value between 1 and 26. If char is any other value, then the character sequence is not subject to any special processing. Thus, the string “Joe^M” transmits Joe, followed by a carriage return.

Carriage return and line feed

You can include carriage return and line feed commands as part of the login script, when entered in the following format:

<cr>	Sends or receives a carriage return
<lf>	Sends or receives a line feed

For example, the string “wait for Joe<cr><lf>” waits to receive *Joe,* followed by a carriage return and line feed from the remote computer, before executing the next command in the script.

Literal characters

You can use the backslash (\ ) character to specify that the next character be transmitted as a literal character, and not be subject to any special processing ordinarily associated with that character. For example:

\^	Includes a caret as part of the string
\<	Includes a < as part of the string
\\	Includes a backslash as part of the string

Plug-in applications

You can create a plug-in application containing script commands that extends the functionality of your handheld’s built-in script command. A plug-in application is a standard prc application that you install on your handheld just like any other application. After you install the plug-in application, you can use the new script commands in a login script.

Plug-in applications have the following characteristics:

- Written in C language
- Compiled into a device executable
- Called properly from a login script
- Able to return control to a login script after it terminates
- Created using a development environment that supports Palm OS software, such as Metrowerks CodeWarrior for Palm Platform

Troubleshooting TCP/IP connections

If you have problems connecting to a network using TCP/IP, you can display various information to troubleshoot the problem. These includes:

Expanded Service Connection Progress messages	Describes the current stage of the login procedure. These messages are helpful in identifying at what point in the login procedure did the connection failed.
Network Log	Lists all the communication that occurs between your modem and dial-in server during the login procedure. This information can help your ISP or your system administrator identify where and why the login communication fails.

Also, check with your system administrator whether a DNS number is required. If a number is required but not entered, the connection may fail. Refer to "Entering DNS numbers and IP addresses" on page 259 for more information.

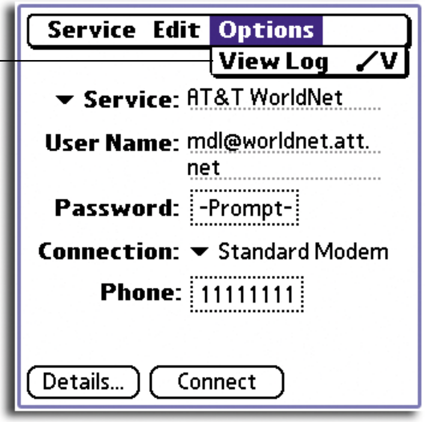
To expand the display of progress messages during login

1. In the Network Preferences panel, tap Connect.
2. To see the expanded Service Connection Progress messages, press the lower half of the Scroll button during login.

   For more information refer to "Connecting to your ISP or dial-in service" on page 255.

To view the Network Log

1. With the Network Preferences panel displayed, tap the Menu icon.
2. Tap Options, then tap View Log.



Tap here.

Service: AT&T WorldNet
User Name: mdl@worldnet.att.net
Password: -Prompt-
Connection: Standard Modem
Phone: 11111111

3. Tap the scroll bar to see the entire Network Log.
4. Tap Done.

Network Preferences menus

Network Preferences has a menu bar containing commands that will help you create and edit service templates. The menus are shown here for your reference. Features that are not explained in this section are discussed elsewhere in this User Manual.

Network Preferences has three menus: Service, Edit and Options.

Owner preferences

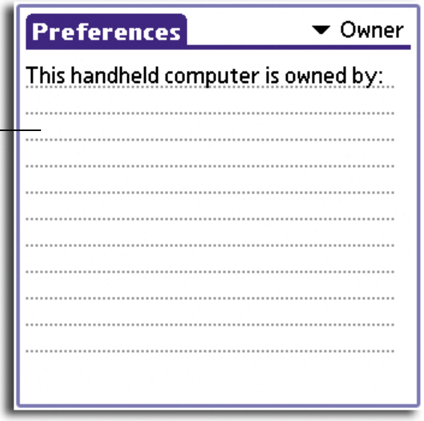
The Owner Preferences panel lets you record a name, company name, phone number, or any other information you want to include on your handheld.

If you use the Security application to turn off and lock your handheld with a password, information that you enter in the Owner Preferences dialog box appears the next time you turn on your handheld.

To change owner preferences on your Acer handheld

- In the Owner Preferences panel, enter the text you want to associate with your handheld.

  If you enter more text than can fit on one screen, a scroll bar appears at the right side of the screen.



This handheld computer is owned by:

Enter owner information here.

NOTE: If you have assigned a password to your device using the Security application, you must unlock the Owner Preferences panel to change the information on it.

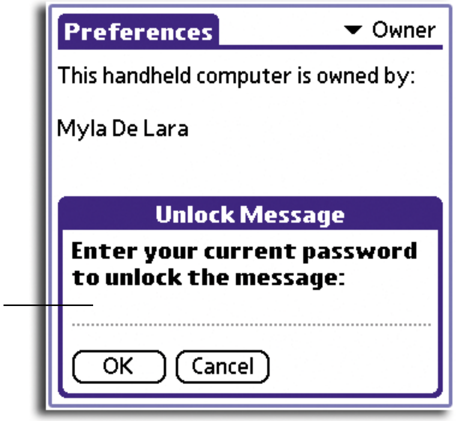
To unlock the Owner Preferences panel

1 Display the Owner Preferences panel.

2 Tap Unlock.

The Unlock Message dialog box appears.

3 Enter your current password (the one you entered in the Security application).



This handheld computer is owned by:

Myla De Lara

Enter your current password to unlock the message:

Enter your Security password.

4 Tap OK.

Phone preferences

Your handheld can be connected to a GSM mobile phone to give you wireless access to email and the Internet. Depending on the type and model of your phone, your handheld can communicate using the infrared port, or a cable. Here are a few guidelines:

- You must have digital services already activated on your phone.
- Your phone must have a driver.
- Your phone must have an enabled infrared capability that complies with the IrDA standard, or you must purchase a cable designed for your phone model.

Communicating with your mobile phone

Once you have set up your wireless account, you are ready to set up a connection to your GSM mobile phone. Your phone can then be used to connect to the Internet wirelessly, similar to a modem. In addition, you can manage the data on your mobile phone using your handheld. These include:

- Access and exchange phone book records between your handheld and your mobile phone
- Use your handheld to look up and dial numbers
- Check the status of your phone, signal strength, and battery level.

Setting up related Network preferences

You use the Network Preferences panel to record information about your internet service provider (ISP) which includes your login information and connection profile:

1. In the Network Preferences panel, tap the Connection pick list.
2. Select Infrared to GSM Phone or Serial to GSM Phone according to your connection setup.
3. Use information about your ISP to fill in the remainder of the screen, and the Details screen.

Setting up related Connection Preferences

You use the Connection Preferences panel box to select your mobile phone, and the connection profile.

1. In the Connection Preferences panel, select Infrared to GSM Phone, or Serial to GSM Phone, according to your hardware setup.
2. Tap the Edit button.
3. Tap on the Connect to pick list, and select Phone.
4. In the Via pick list, select Infrared or Serial according to your hardware setup.
5. Tap on the Details button.

   The phone driver will automatically fill in the speed and initialization string, and you will probably not have to adjust these parameters.

NOTE: The initialization string is dependent on the carrier hardware, rather than the type of phone.

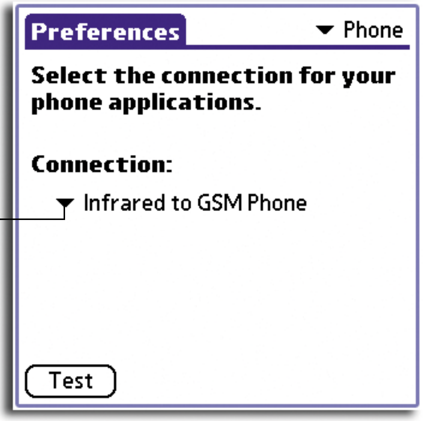
6 Tap OK.

7 In the Confirmation screen, choose whether you want this configuration to be the default for your phone applications.

Setting up Phone preferences

Use the Phone Preferences panel to select the connection profile you configured in the Connection panel. These settings will be applied when you use Phonebook access and voice applications.

1 In the Phone Preferences panel, tap the Connection pick list.



Select the connection for your phone applications.

Connection: ▼ Infrared to GSM Phone

Tap here.

2 Select Infrared to GSM Phone or Serial to GSM Phone, according to your hardware setup.

The details of you connection should already be set up, based on what you picked in the Connection pick list. However, you can edit this information from this pick list.

If no connection methods are available, then None is shown in the pick list. This means that no phone drivers exist on your handheld. In this case you must install the phone driver on your computer then HotSync it to your handheld.

If your phone is enabled and connected, you can test the connection by tapping on the Test button. This initiates a simple query of the phone to make sure the connection is working and the correct phone is being used.

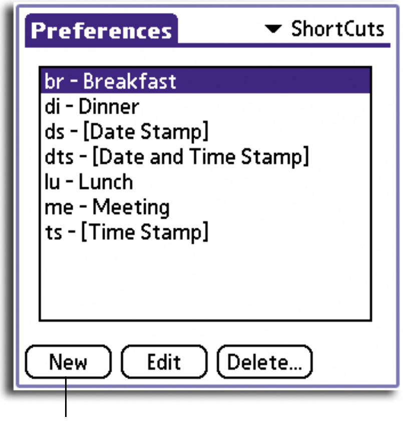
ShortCuts preferences

You can use the ShortCut preferences to create Graffiti ShortCuts of up to 45 characters. For example, you could create a ShortCut for your name or for the header of a memo. All ShortCuts you create appear on the list in the ShortCut Preferences dialog box and are available in any of your handheld applications. This list is backed up on your computer when you perform a HotSync operation.

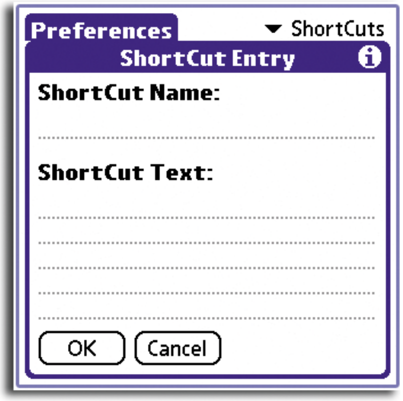
For more information on how to use ShortCuts, refer to "Using Graffiti ShortCuts" on page 6.

To create a ShortCut

1. In the ShortCut Preferences panel, tap New to display the ShortCut Entry screen.


Preferences
ShortCuts
New
Edit
Delete...

br - Breakfast
di - Dinner
ds - [Date Stamp]
dts - [Date and Time Stamp]
lu - Lunch
me - Meeting
ts - [Time Stamp]


Preferences
ShortCuts
ShortCut Entry
OK
Cancel

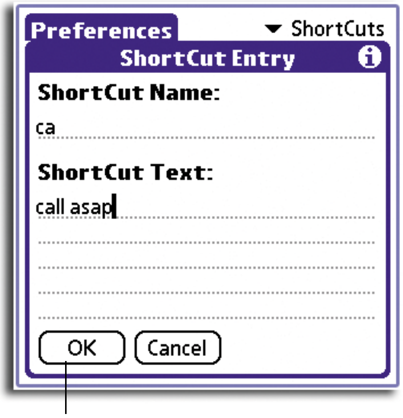
ShortCut Name:

ShortCut Text:

Tap here.

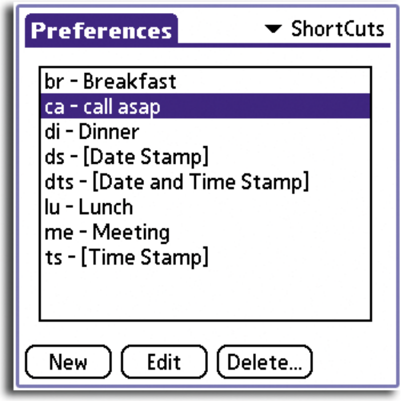
2. In the ShortCut Name line, enter the letter(s) you want to use to activate the ShortCut.
3. In the ShortCut Text line, enter the text that will appear when you write the ShortCut character(s).

   You can add a space character after the last word in your ShortCut text, so that a space automatically follows the ShortCut text.
4. Tap OK.


Preferences
ShortCuts
ShortCut Entry
OK
Cancel

ShortCut Name:
ca

ShortCut Text:
call asap


Preferences
ShortCuts
New
Edit
Delete...

br - Breakfast
ca - call asap
di - Dinner
ds - [Date Stamp]
dts - [Date and Time Stamp]
lu - Lunch
me - Meeting
ts - [Time Stamp]

Tap here after entering name and text for new ShortCut.

11 Frequently Asked Questions

If you encounter a problem with your Acer handheld, do not call Technical Support until you have reviewed the following list of frequently asked questions, and you have also reviewed the following:

- The README file located in the folder where you installed the Palm Desktop software on your Windows computer
- The Helpnote folder located in the folder where you installed the Palm Desktop software on your Windows computer
- The Palm Desktop online Help
- The most recent Acer handheld help on your regional Acer web site

If you are still having problems, contact your local dealer or distributor. You may also access the Acer web site at http://www.acer.com/ for information on how and where to contact the service centers available in your area.

For software developers interested in designing applications for Acer handhelds, please visit http://handheld.acer.com.tw/

NOTE: Thousands of third-party add-on applications have been written for the Palm OS handhelds. Unfortunately, we are not able to support such a large number of third-party applications. *If you are having a problem with a third-party application, please contact the developer or publisher of that software.*

Software installation problems

Problem	Solution
I cannot install the Palm Desktop software on my Windows computer.	Try the following: 1 Disable any virus scanning software on your computer. 2 Press Ctrl-Alt-Delete and end all tasks except Systray and Explorer. **NOTE:** If a dialog box with buttons appears instead of a list of tasks, click the Task List button and then end all tasks except Systray and Explorer. 3 Make sure your computer has at least 30 MB of disk space available. 4 Delete all temporary files. 5 Run ScanDisk on your computer. 6 Reinstall Palm Desktop software.

Operating problems

Problem	**Solution**
I don’t see anything on my handheld screen.	Try each of these in turn: • Press an application button to ensure your handheld is turned on. • Tap the Brightness Control icon ☼ on the upper-left corner of the Graffiti® writing area. In the Adjust Brightness dialog box, adjust the brightness level by holding down the up scroll button for a few seconds. If this doesn’t work, hold the down scroll button for a few seconds. • If your handheld was exposed to the cold, make sure it is at room temperature. • Recharge the unit. • Perform a soft reset. If your handheld still doesn’t turn on, perform a hard reset. See "Resetting your Acer handheld" on the Acer s50 and s60 Handhelds Quick Guide for instructions. **IMPORTANT:** WIth a hard reset, all records and entries stored in your handheld are erased. Never perform a hard reset unless a soft reset does not solve your problem. You can restore any data previously synchronised with your computer during the next HotSync operation.
I get a warning message telling me memory in my handheld is full.	• Purge records from Date Book and To Do List. This deletes To Do List items and past Date Book events from the memory of your handheld. See "Purging records" on page 32. You may need to perform a HotSync operation to recover the memory. Refer to "9 Exchanging and updating data using HotSync operations" on page 213. • Delete unused memos and records. If necessary, you can save these records. See "Deleting records in your basic applications" on page 31. • If you have installed additional applications on your handheld, remove them to recover memory. See "To remove an add-on application from your handheld" on the Acer s50 and s60 Handhelds Quick Guide.
My handheld keeps turning itself off.	Your handheld is designed to turn itself off after a period of inactivity. This period can be set at one, two, or three minutes. Check the Auto-off setting on page 247.
My handheld is not making any sounds.	Check the system and game sound settings. Refer to page 248. You can also check the alarm sound settings on page 232.

Problem	Solution
The LED indicator is not blinking when alarms occur.	Check the Alarm LED setting. See "To set the alarm LED settings" on page 233.
My handheld has frozen.	Perform a soft reset. For instructions, refer to "Performing a soft reset" on the Acer s50 and s60 Handhelds Quick Guide.

Tapping and writing problems

Problem	Solution
When I tap the buttons or screen icons, my handheld activates the wrong feature.	Calibrate the screen. See "Digitizer preferences" on page 244.
When I tap the Menu icon ☰, nothing happens.	Not all applications or screens have menus. Try changing to a different application.
I cannot get my handheld to recognise my handwriting.	• For your handheld to recognise handwriting input with the stylus, you need to use Graffiti writing. See "Entering data using Graffiti" on page 1. • Make the Graffiti character strokes in the Graffiti writing area, not on the display part of the screen. • Write Graffiti strokes for letters in the left-hand side, and the strokes for numbers in the right-hand side of the Graffiti writing area. • Make sure that Graffiti is not shifted into extended or punctuation modes. See "Entering data using Graffiti" on page 1. • See "Graffiti tips" on page 8 for tips on increasing your accuracy when you write Graffiti characters.

Application problems

Problem	**Solution**
I tapped the Today button, but it does not show the correct date.	Your handheld is not set to the current date. Make sure the Set Date box in the Date & Time Preferences panel displays the current date. See "Date & Time preferences" on page 242 for more information.
I know I entered some records, but they do not appear in the application.	• Check the Categories pick list (upper-right corner). Choose All to display all records for that application. • Check Security and confirm that Private Records is set to Show private records. • In To Do List, tap Show and see if Show Only Due Items is selected.
I am having problems listing memos the way I want to see them.	• If you cannot manually arrange the order of the memos in the list screen, check the Memo Preferences setting. Make sure that Sort by is set to Manual. • If you choose to view your memos alphabetically on Palm Desktop software and then perform a HotSync operation, the memos on your handheld still appear in the order defined in the Memo Preferences setting. In other words, the sort settings you use with Palm Desktop software *are not* transferred to your handheld.
I created an event in Date Book, but it doesn't appear in the Week View.	In the Week View, you cannot select overlapping events that have the same start time. If you have two or more events with the same start time, choose the Day View to see the overlapping events.
I entered the euro symbol, but after a HotSync operation it doesn't appear in my Palm Desktop software.	You must have fonts that include the euro symbol on your computer. Check this web site for additional information: http://www.microsoft.com/windows/euro.asp/.

HotSync problems

Problem	**Solution**
I cannot do a HotSync operation; what should I check to make sure I am doing it correctly?	• Make sure the cradle/cable is connected securely. On a Windows computer, try these steps: • Check the Windows system tray to make sure the HotSync Manager is running (i.e., the HotSync Manager icon is visible in the bottom right corner of the Windows system tray). If it is not, open Palm Desktop software. • Make sure you selected Local USB or Local Serial, as appropriate, from the HotSync Manager menu. • If you are using the optional Serial Sync Cable, make sure you selected the correct serial port on the Local tab in the Setup dialog. It should be set to the port where you connected the cable.
I did a HotSync operation, but one of my applications did not synchronise.	On a Windows computer, click the HotSync Manager icon and choose Custom. Check that the correct conduit is active.
I am using Microsoft Outlook as my PIM, but I cannot do a HotSync operation.	• Click the HotSync Manager icon and choose Custom. Check that the correct conduit is active. • Check that Intellisync Lite (conduit for Microsoft Outlook) is installed and properly configured. If it is not, use the Acer s50 and s60 Handhelds Installation CD to install and configure Intellisync Lite in your computer.
I cannot launch the HotSync Manager.	• If you are using the optional Serial Sync Cable, make sure you are not running another program, such as America Online, CompuServe, or WinFax, that uses the serial port you selected in the Setup dialog box. • Backup the Palm Desktop software, uninstall it, then reinstall it.

Problem	**Solution**
I tried to do a local HotSync operation, but it did not complete successfully.	• Make sure your handheld is properly seated in the cradle. • Check the connection between the cradle and the USB (or serial port, if you are using the optional Serial Sync Cable) on your computer. • Make sure the user name you selected in Palm Desktop software matches the user name assigned to your handheld. • Make sure the date on your computer matches the date on your handheld. • Read the HotSync Log for the user account for which you are performing a HotSync operation. On a Windows computer, try each step in turn: • Make sure HotSync Manager is running. If it is running, close it, and restart it. • Make sure you selected Local USB or Local Serial, as appropriate, from the HotSync Manager menu. • If you are using a Serial Sync Cable: – Make sure you selected the correct serial port on the Local tab in the Setup dialog. It should be set to the port where you connected the cable. – Try a lower baud rate setting on the Local tab in the Setup dialog. – Make sure you are not running a program, such as America Online, CompuServe, or WinFax, that uses the serial port you selected in the Setup dialog box.
I cannot perform an IR HotSync operation.	• On a Windows computer, be sure the HotSync Manager is running and the Serial Port for local operations is set to the simulated port for infrared communication. See "IR HotSync operations" on page 220 for details. • On your handheld, be sure the HotSync application is set to Local, with the option IR to PC/Handheld. • Be sure the IR port of your handheld is aligned directly opposite to, and within a few inches of, the infrared device of your computer. • IR HotSync operations do not work after you receive a low battery warning, check the battery power of your handheld. Recharge the unit.
My handheld seems to freeze when I place it near my computer.	Move your handheld away from the computer's infrared port.
When I press the HotSync button on the cradle, nothing happens on Palm Desktop software and my handheld times out.	• Make a copy of your Palm folder. Uninstall, then reinstall Palm Desktop software. • Turn on your handheld and tap the Applications icon ⌂. Tap the HotSync icon ↻, then tap Local.

Problem	Solution
When I perform a HotSync operation, my information does not transfer to Palm Desktop software.	• If you have performed a HotSync operation successfully, but you cannot find the data from your handheld on Palm Desktop software, check to see you have the correct user name selected for viewing data. • On the Windows system tray, click the HotSync Manager icon and choose Custom. Check that all conduits are set to synchronise files.
My handheld displays the message "Waiting for sender" when it's near my computer's infrared port.	• Your computer's infrared port may be set to search automatically for the presence of other infrared devices. Consult the documentation for your operating system for information about turning off this option. • In some cases, simply moving your handheld away from the computer's infrared port solves the problem.
I want to synchronise my computer with more than one handheld.	If the computer running Palm Desktop software synchronised with more than one handheld, each handheld must have a unique name. Assign a user name to your handheld the first time you perform a HotSync operation. See "Creating a user profile" on page 213. **IMPORTANT:** Please be aware that synchronising more than one handheld with the same user name causes unpredictable results and, potentially, loss of information on your handheld.

Beaming problems

Problem	Solution
I cannot beam data to another Palm OS handheld.	• Confirm that your handheld and the other Acer handheld are between ten centimeters (approximately 4") and one meter (approximately 39") apart, and that the path between the two handhelds is clear of obstacles. Beaming distance to other Palm OS handhelds may be different. • Move your handheld closer to the receiving handheld.
When someone beams data to my handheld, I get a message, telling me it is out of memory.	• Your handheld requires at least twice the amount of memory available as the data you are receiving. For example, if you are receiving a 30K application, you must have at least 60K free. • Perform a soft reset. Refer to "Performing a soft reset" on the Acer s50 and s60 Handhelds Quick Guide.

Recharging problems

Problem	**Solution**
When I place my handheld in the cradle, the LED indicator does not go on.	• Confirm that your handheld is well seated in the cradle, • Confirm that your AC adapter is properly connected to the back of the cradle's power jack. • Confirm that your AC adapter is plugged into an AC outlet that has power. • Confirm that the cradle is properly connected to a USB port in your computer.

Password problems

Problem	**Solution**
I forgot the password, and my handheld is not locked.	First, use the password hint to try and remember the password. If this does not help, or if you do not have a password hint, you can use Security to delete the password, but all entries marked as private are deleted. However, if you perform a HotSync operation before you delete the password, the HotSync process backs up all entries, whether or not they are marked private. Then, you can follow these steps to restore your private entries: 1 Use the Palm Desktop software and the cradle or infrared communication to synchronise your data. 2 Tap Forgotten Password in Security to remove the password and delete all private records. 3 Perform a HotSync operation to synchronise your data and restore the private records by transferring them from your computer to your handheld.
I forgot the password and my handheld is locked.	First, use the password hint to try and remember the password. If this does not help, or if you do not have a password hint, you must perform a hard reset to continue using your handheld. For instructions, see "Performing a hard reset" on the Acer s50 and s60 Handhelds Quick Guide.

Technical support

If, after reviewing the sources listed at the beginning of this appendix, you cannot solve your problem, contact us at http://www.acer.com/.

Before requesting support, please experiment a bit to reproduce and isolate the problem. When you do contact support, please be ready to provide the following information:

- The name and version of the operating system you are using
- The actual error message or state you are experiencing
- The steps you take to reproduce the problem
- The version of the Acer handheld you are using and available memory
- The product ID of your Acer handheld (the 12-digit number indicated on your handheld’s rear panel)

Finding version and memory information

1. In Applications Launcher, tap the Menu icon ☰ to display the menu bar.
2. Tap App, then select Info.
3. Tap Version to see version numbers, and tap Size to see the amount of free memory in kilobytes.

NOTE: Thousands of third-party add-on applications have been written for the Palm OS handhelds. Unfortunately, we are not able to support such a large number of third-party applications. *If you are having a problem with a third-party application, please contact the developer or publisher or that software*

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